



**Get
Involved!**

STUDENT LIFE HANDBOOK

2021-2022

Information for New and Existing Clubs
and Organizations at HCC



For more information, contact the Directors of Student Activities,
Rachel Milani & Steffanie Lynn at activities@hibbing.edu

Forming and Maintaining your Club:

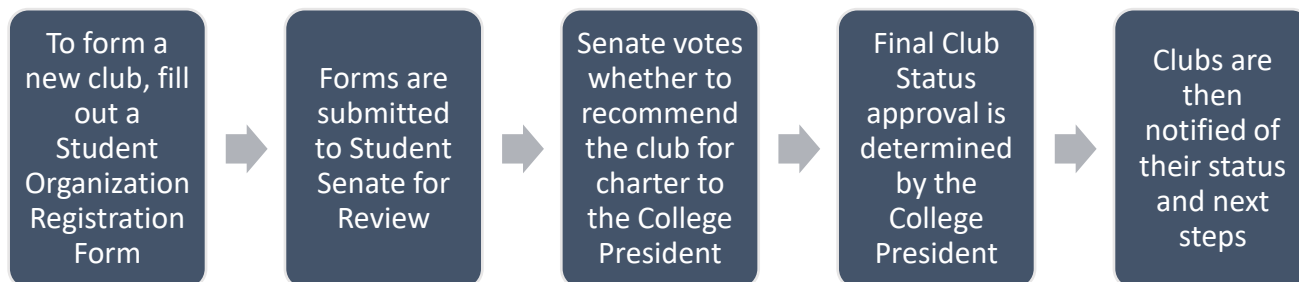
Students shall be free to organize and join organizations to promote their common and lawful interests, subject to college or university policies, procedures, or regulations. (Minnesota State Colleges and Universities Policy 3.1 Student Rights & Responsibilities).

Student Organization Registration Process

Students wishing to form a new club must fill out a Student Organization Registration Form. This form requires the names and signatures of at least **five interested students** and **one faculty advisor**. Once completed, these forms are submitted to Student Senate for review. Final approval of a club's status is determined by the College President.

- **Student Senate email** – ssenate@hibbing.edu

Student Senate holds the sole authority on campus to recommend the chartering of student clubs and organizations for approval by the College President (Minnesota State Colleges and Universities Policy 2.1 Campus Student Associations).



Constitutions and Bylaws

Once approved for charter by the College President, Student Clubs/Organizations must work with Student Senate to develop a Constitution and set of Bylaws for their newly recognized Club/Organization. Club Constitutions must be updated annually. Student Senate reserves the right to withhold a Club/Organization's eligibility for Funding based on its Constitution status. Please contact Student Senate for more information on Constitutions and Bylaws.

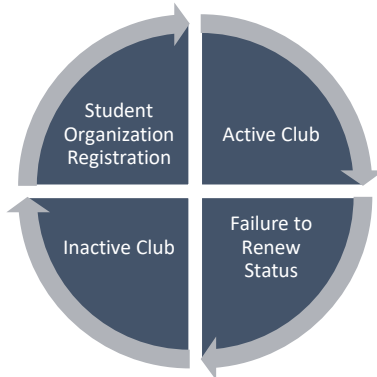
Maintaining Your Club's Active Status

Student Senate at HCC may ask clubs to recertify their active status each year prior to requesting Student Life Funding. To recertify your Club's Active Status please complete the following:

1. Submit an updated Club Constitution to Student Senate
2. Submit a Club Renewal Form to Student Senate – this form:
 - a. Confirms the Club's Intent to Operate the following year
 - b. Provides a list of student club officers/club members who will be both returning to HCC the following year and actively taking part in the Club

- c. Confirms the identity of the Club's Faculty Advisor

Student Senate may also ask Student Clubs and Organizations to submit an annual summary and a proposed plan for the following academic year.



Inactive Club Process

Clubs that become Inactive (fail to fulfill the above requirements), must go through the Student Organization Registration process to become Active Clubs again.

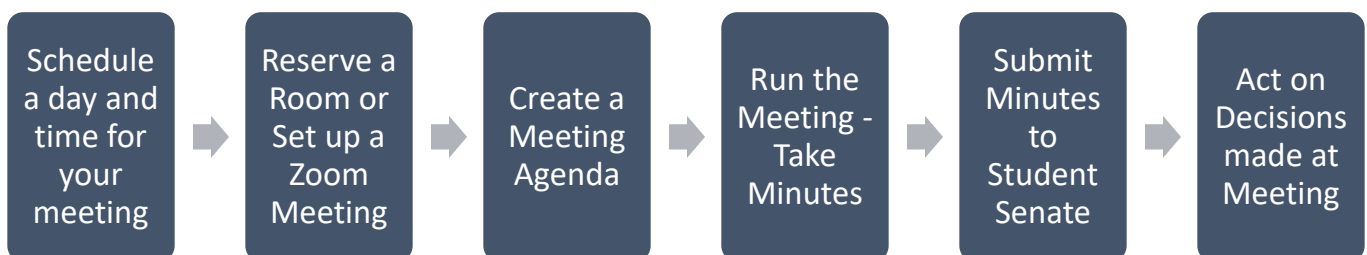
Students who wish to join/revive an Inactive Club must fill out a Student Organization Registration Form and submit it to Student Senate for Review.

If you have any questions about how to maintain your Club's Active Status, please contact Student Senate.

Holding Club Meetings

1. Scheduling & Reserving a Space:
 - a. Talk to the members of your group to decide on a **day and time** to meet. We recommend hosting the meeting Monday – Thursday with a start time between 11 am and 2 pm.
 - b. If you are having a hard time scheduling a meeting, consider using the free website www.doodle.com to collect and compare schedules.
 - c. Work with your Faculty Advisor to reserve a room. Rooms can be reserved by filling out an Application for the Use of Facilities and submitting to Carrie Pearson
2. Setting up a Zoom Meeting:
 - a. If meeting in-person doesn't work for your Club/Organization, decide on a **day and time** to meet virtually
 - b. All students have access to a Minnesota State Zoom account
 - c. Access your Minnesota State Zoom account at <https://minnstate.zoom.us/>
 - i. Click "Sign-in"
 - ii. Login with your StarID and Password
 - iii. Go to "Meetings" on the left side of the page
 - iv. Click "Schedule a Meeting" to set up your Zoom Meeting
 - v. Once you "Save" your Zoom Meeting, "Copy Invite" to copy and paste the Meeting information into an email and send it to your group
 - vi. On the day of the meeting, login to your Zoom account and start your meeting
3. Agendas

- a. The club president, or whomever is running the meeting, should create an agenda
 - b. An agenda is just a list of topics you want to discuss at a meeting in the order you want to discuss them
 - c. Agendas are useful for making sure that all topics get covered, and for keeping meetings organized
4. Running a Meeting
- a. Running an effective meeting is as simple as writing an agenda and sticking to it.
 - b. The Chair (the person running the meeting) will read off which agenda item the group is on. Once the group has finished discussing that issue, or has decided, the Chair will guide the group to discuss the next item on the agenda and so on.
 - c. *Official/Standard rules for running a meeting are called Robert's Rules of Order*
 - i. These are not required of Student Clubs/Organizations at HCC, but can be helpful if you want to learn about how to run a meeting
5. Minutes
- a. Minutes are the official record of what happened at your meeting
 - b. Each Student Club/Organization should assign a member to take notes (the minutes) at each meeting
 - c. Minutes should include:
 - i. The date, time and place of the meeting
 - ii. Your group's title and the type of meeting (weekly/monthly, etc.)
 - iii. A list of all members in attendance
 - iv. Whether or not the last meeting's minutes were approved
 - v. The body of your minutes will summarize what took place, including:
 - 1. All motions
 - 2. Any votes taken by the group
 - 3. What time the meeting adjourned
 - d. An easy way to take minutes at a meeting is to take notes on the Agenda itself
 - e. Student Club/Organization Meeting Minutes should be submitted to Student Senate for filing
 - f. Following a meeting, Student Clubs and Organizations should act on the decisions they have made (e.g. take steps to plan event, contact individuals if necessary, etc.)



Club Membership

All Student Clubs and Organizations must provide equitable opportunity for membership to all currently enrolled students.

Clubs must act in accordance with Minnesota State Colleges and Universities Policy 1B.1 Equal Opportunity and Nondiscrimination in Employment and Education, and Hibbing Community College's Affirmative Action/Equal Opportunity Statement.

Relevant Forms:

- Student Organization Registration Form
- Constitution Template
- Club Renewal Form
- Application for Use of Facilities

Relevant Policies:

- HCC Equal Opportunity and Nondiscrimination in Employment and Education Policy
- HCC Affirmative Action/Equal Opportunity Statement
- MnSCU Policy 3.1 Student Rights & Responsibilities
- MnSCU Policy 2.1 Campus Student Associations
- MnSCU Policy 1B.1 Equal Opportunity and Nondiscrimination in Employment and Education

Student Life Funding

Student Life Funding Eligibility

In order to be eligible to request and receive funds from Student Life, a club or organization must fulfill the following requirements:

1. For Student Clubs:
 - a. A Student Club must have been formally recommended for charter by Student Senate to the College President and approved by the President as a Student Club at HCC
 - b. A Student Club must have a current Constitution on file with Student Senate
 - c. A Student Club must have completed the process of Renewing its Active Status for the following Fiscal Year
 - d. A Student Club must fill out and submit its Budget Request by the communicated deadline
2. For Campus Organizations:
 - a. A Campus Organization must fill out and submit its Budget Request by the communicated deadline
 - b. A Campus Organization should submit documentation outlining how Student Life Funds supplement existing departmental budgets

Requesting Student Life Funding

Requests for Student Life Funding of Student Clubs and Organizations are typically placed on an Annual basis for the ensuing Fiscal Year. Faculty Advisors receive information regarding how to request Student Life Funds and the deadline to do so by mid-to-late Spring Semester.

- Annual Student Life Funding Requests are handled via an online Microsoft Form
- Annual Student Life Funding Requests are evaluated by the Student Life Funding Committee, recommended to Student Senate, and passed to the College President for final approval
- Faculty Advisors are notified via email of the status of Annual Student Life Funding Requests prior to the start of the new Fiscal Year

Additional Student Life Funding Requests – known as Special Requests – may be placed throughout the Academic Year.

- To place a Special Request for Funding, fill out a Funding Request Form
- Submit the Funding Request Form to activities@hibbing.edu
- Special Requests for Funding require a re-convening of the Student Life Funding Committee and may take some time to process
- Faculty Advisors are notified via email of the status of Special Funding Requests upon final approval by Student Senate and the College President

The Student Life Funding Committee & Funding Process

Student involvement in the fee budgeting process is critical to developing a vibrant student experience on campus. Students know firsthand the services and experiences that their peers are looking for when they arrive on a college campus. Because of this, students are at the forefront of deciding where a variety of fees are spent. The Student Life Funding Committee is responsible for deciding how Student Life money is distributed. They review budget requests and send them to Student Senate, who then forwards that recommendation on to the College President for Final Approval.



Utilizing Student Life Funding

In accordance with Minnesota State Colleges and Universities Policy 2.8.1., the Student Life Fee can only be used to fund Student Life Activities. Student Life Activities are defined as:

- “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.”

Prohibited Use of Student Life Funding

*In accordance with Minnesota State Colleges and Universities Policy 2.8.1., Student Life Activity Funds must **not** be used to fund:*

- *The purchase of alcohol,*
- *Donations to college or university foundations or other external charitable organizations, or*
- *Scholarships or grants to individuals.*
 - **Exception:** *Student leader tuition waivers and/or stipends must be funded by the Student Life Fund upon recommendation of Student Senate **and** approval by the College President*

Business Office: Policies, Terminology, and Procedures

All Student Clubs and Organizations that receive Student Life Funding are assigned a Student Life Cost Center from which they are authorized to utilize those funds, *in accordance with Minnesota State Colleges and Universities Policy 2.8.1.*

- Where can I find my Club/Organization’s Cost Center Number?
 - Cost Center Numbers are listed on the Funding Award Memo sent to Clubs/Organizations notifying them of their Student Life Funding Award for the ensuing Fiscal Year
 - Cost Center Numbers are also on record with the Student Life Funding Committee and the Business Office

Business Office Purchasing Process

All Student Clubs and Organizations that receive Student Life Funding should work with the Business Office to access and spend those funds.



Business Office Forms

Regardless of whether the funding being spent is Student Life Funding or a Departmental Budget, the Business Office requires a variety of different forms for different occasions. Please view the Relevant Forms below for a description of forms required by the Business Office.

The Event Planning Checklist also includes this list of forms as a reminder to fill them out if needed when planning an event.

Relevant Forms:

- Funding Request Form (Online)
- Special Expense Form – Food
- Special Expense Form – Prizes
- Tax Exempt Form
- Clothing Purchase Form
- Substitute W9 – Prizes
- Purchase Requisition Form
- Event Planning Checklist

Relevant Policies:

- MnSCU Policy 2.8 Student Life
- MnSCU Policy 2.8.1 Student Life

Event Planning

Event Planning

Every Student Club/Organization must hold at least one event that is open to the entire student body. See the Event Planning Checklist or take a look at the thoughts below if you need a little help getting started!

1. What do you want to accomplish with your event?
2. What will your event be? When will it be? Where will it be? Who needs to know about it?
3. What is your overall budget for the event? What specifically do you need to purchase?
4. **What paperwork needs to be done before hand? If you're uncertain of this, please contact Student Activities at activities@hibbing.edu to get started.**
 - a. **See the relevant forms listed below for an idea of the paperwork you might need**
5. Advertise for your event!
6. Hold the event – make sure that members of your club are present at the event
7. Discuss the event with your club. What went well? What needs improving? What would you do differently next time? How can you learn from this experience for your next event?

Relevant Forms:

- Event Planning Checklist
- Maintenance Work Order
- HCC Culinary Request
- Contract for Guest Performers

- Application for Use of Facilities
- Theater Reservation Form
- Planetarium Reservation Form
- Liability Waiver

Relevant Policies:

- HCC Posting Policy

Advertising and Digital Communications

Advertising on HCC Property Policy

Student Clubs and Organizations that have been formally approved for charter by both Student Senate and the College President have permission to use HCC Property, the HCC Name, the HCC Logo, and HCC Advertising spaces.

All Signage must be stamped by the HCC Bookstore Manager prior to posting. Signage that has not been stamped with staff approval will be removed.

Advertising/Signage best practices:

- Signage should clearly indicate which Club/Organization is associated with the event
- Signage should clearly indicate the date and time of the event taking place
 - o Out-of-date postings will be removed
- Signage must abide by HCC's Posting Policy
 - o Postings that do not abide with this Policy will be removed
- Signage must abide by the HCC Student Code of Conduct
 - o Postings that do not abide with this Policy will be removed
 - o Clubs with Postings that do not abide with this Policy will be reported to Student Senate
- Signage must abide by HCC's Fundraising, Solicitation, and Political Campaigning Policy
 - o Postings that do not abide with this Policy will be removed

Emailing Information about your Club

Some Clubs/Student Organizations' Faculty Advisors have the ability to send emails to the entire Student Body. If your Club/Organization does not have this ability and would like to communicate with the Student Body regarding Club/Organization business, please contact Student Activities. Student Activities and Student Senate can send Campus-wide emails on behalf of Student Clubs/Organizations.

- Student Activities - activities@hibbing.edu
- Student Senate – ssenate@hibbing.edu

Updating Website Information About Your Club

The Hibbing Community College Website is maintained by various staff at HCC. If you would like to update your Club/Organization's description, contact information, or meeting information on the Website, please submit a Web Request Form to Jessie Matvey - jessicamatvey@hibbing.edu

Relevant Forms:

- Web Request Form

Relevant Policies:

- HCC Posting Policy
- HCC Fundraising, Solicitation, and Political Campaigning Policy

Using HCC Spaces and Services

Reserving Rooms

Hibbing Community College Facilities and Spaces may be reserved by Student Clubs and Organizations that have been formally approved for Charter by Student Senate and the College President.

1. General Facilities Requests:
 - a. Fill out an Application for Use of Facilities
 - b. Submit the request to Carrie Pearson
2. Theater Event Requests:
 - a. Fill out a Theater Event Request
3. Paulucci Space Theater & Planetarium Event Requests:
 - a. Because the Planetarium is owned by Hibbing Community College, HCC-affiliated groups are not charged for events.
 - b. Set-up before and clean-up after events at the Planetarium are your responsibility, **not** the Planetarium's
 - c. Email pst@hibbing.edu to schedule your event

Maintenance Work Orders

Hibbing Community College's Maintenance Team is responsible for opening and closing College Facilities and making necessary furniture/equipment (already owned by the College) available. Fill out a Maintenance Work Request to request that College Facilities be unlocked on a certain day/time or to request that needed furniture/equipment currently owned by the College be moved to a specific location and made available on a certain day/time.

HCC Culinary Request

Hibbing Community College's Culinary Arts Program offers Student Clubs and Organizations the opportunity to purchase food and beverages provided by HCC Culinary for their events.

1. Student Clubs/Organizations should fill out a Special Expense Form for Food purchases

- a. Submit this form to the College President for approval & signature
2. Student Clubs/Organizations should fill out a Request for Culinary Services Form
 - a. Cost Center Number is Required
3. Submit the Signed Special Expense Form for Food purchases and the Request for Culinary Services Form to Teresa Boyer at least one week in advance of your event
 - a. Teresa Boyer - teresaboyer@hibbing.edu

Relevant Forms:

- Maintenance Work Order
- Request for Culinary Services Form
- Special Expense Form - Food
- Application for Use of Facilities
- Theater Reservation Form

Relevant Policies:

- HCC Facility Use Policy

Student Travel

Travel Policies

All in-state, out-of-state, and international travel for faculty, staff, and students is governed by Minnesota State Colleges and Universities Policy 5.19.3 – Travel Management. Travel for Student Club/Organizations must be authorized by the proper campus official.

Relevant Forms:

- Travel Expense Form
- Out of State Travel Authorization Form

Relevant Policies:

- MnSCU Policy 5.19.3 Travel Management

Student Life Forms

Student Life Forms

- **Student Organization Registration Form** – this form is required when a New Club or Student Organization wishes to form, and when an Inactive Clubs wishes to regain Active Status. This form should be submitted to Student Senate.

- **Constitution Template** – all Clubs must keep a current Constitution on file with Student Senate. Use this template to get started, or create your own. Club Constitutions should be submitted to Student Senate.
- **Club Renewal Form** – all Clubs must renew their active status at the end of each academic year. This form should be submitted to Student Senate.
- **Funding Request Form (Online)** – Student Life Funding Requests are placed annually and managed by the Student Life Funding Committee. These requests are handled via an online Microsoft Form.
- **Special Request for Funding Form (Word Document)** – Special Requests for Student Life Funding can be submitted at any time during the Academic Year. To place a Special Request for Student Life Funding, submit this form to Student Activities.
- **Web Request Form** – this form is necessary when requesting an update to the College Website. This form should be submitted to Jessica Matvey.
- **Request for Culinary Services Form** – this form is necessary when purchasing food and beverages from HCC’s Culinary Arts program
- **Maintenance Work Order** – this form is necessary when requesting access to College Facilities outside normal hours and when requesting specific College-owned furniture/equipment be made available at a specific location. This form should be submitted to Dave Olds or Tim Leino
- **Application for Use of Facilities** – this form is necessary when reserving HCC Facilities and rooms. This form should be submitted to Carrie Pearson.
- **Theater Reservation Form** – this form is necessary when reserving the HCC Theater. This form should be submitted to Carrie Pearson.
- **Event Planning Checklist** – Student Clubs and Organizations can utilize this checklist to doublecheck that they have covered all of their bases when planning an event. This checklist does not need to be submitted to anyone.
- **Liability Waiver** – this form is necessary when a Club/Organization event could result in personal injury and/or death. Submit this form to Student Activities.

Business Office Forms

- **Special Expense Form for Food** – this form is required when purchasing food (no matter where you are purchasing the food from). It must be signed by the College President. Submit this signed form to the Business Office.
 - o **List of Students** – when food is served at an event, the Business Office also requires a list of students who received the food. If an event is open to the entire student body, indicate this to the Business Office.
 - o **Request for Culinary Services Form** – this form is necessary when purchasing food and beverages from HCC’s Culinary Arts program
- **Special Expense Form for Prizes** – this form is required when purchasing prizes that will be given away. It must be signed by the College President. Submit this signed form to the Business Office.
 - o **List of Students** – when prizes are given away, the Business Office also requires the signatures of students who received the prizes. If different prizes are given

out, this list should indicate which student won which prize. Submit this list to the Business Office.

- **Substitute W9 – Prizes** – when prizes valued at over \$25.00 are given away, the Business Office requires that student prize winners must fill out a Substitute W9 form. If a Substitute W9 form is not filled out, the prize cannot be given to the student. Submit all filled out Substitute W9's to the Business Office.
- **Clothing Purchase Form** – this form is required when purchasing items of clothing. Submit this form to the Business Office with the Invoice and/or Receipt for the purchase. If the clothing purchased is a prize, you will also need to fill out the paperwork for Prizes.
- **Purchase Requisition Form** – this form is required when Student Travel will be paid for out of a Club/Organization's Student Life Fund. Make note of all expenses incurred on this trip (and work with the Business Office to determine what expenses are covered). Submit this form to the Business Office for reimbursement out of your Club/Organization's Cost Center.
 - **Receipts** – The Travel Expense Form must be submitted with all receipts for costs listed on the form. Be sure to save your receipts from the trip and submit them to the Business Office with the Travel Expense Form.
 - This form is also required when a stipend will be paid to a student out of a Club/Organization's Student Life Fund.
- **Tax Exempt Form** – HCC is a Tax-Exempt institution. This means we do not pay sales tax on our purchases. Be sure to notify vendors of our Tax-Exempt status when making purchases, and provide a copy of the Tax-Exempt Form if and when requested. Submit this form to vendors.
- **Contract for Guest Performers** – this form may be provided by an external group providing a contracted service for entertainment. If a contract is provided by an external vendor, it must be vetted and approved by the Business Office and the College President before it can be signed and returned to the vendor. Submit this signed form to the Business Office with Invoicing.
 - *HCC does not pay for performers/entertainment services until after the performance/event is concluded.*
- **Out of State Travel Authorization Form** – this form is necessary when a student associated with a Club/Organization will be traveling out of state on Student Club/Organization business. This form must be signed by the College Provost for out-of-state travel, and by the College President for international travel. This form should be submitted to the Business Office.