

LTC STUDENT LEADERSHIP BOARD 2020-2021

Student Organization Creation/Renewal Process

Student organizations must be approved by the Lakeshore Technical College Student Leadership Board (LTC SLB) and be open to all students enrolled in/attending credit classes. Students and/or a potential faculty/staff advisor may initiate steps to form a new student organization (or renew an inactive one) by contacting LTC SLB Executive Team Advisors, Tammie Stahl or Foua Hang, and by following the guidelines below.

- Program-related student organizations specifically enhance career-oriented development separate from and beyond the established program curricula and activities. **Membership cannot be required of students in specific career programs; likewise, membership must be open to all credit-paying LTC students with the understanding that the organization's focus is clearly directed toward the unique interests of students in specific career fields.**
- Non-program student organizations promote opportunities to create social, cultural, environmental, and/or recreational connections that enrich personal development and enhance life skills to benefit and accentuate the overall college experience. Requests for LTC SLB funds must comply with appropriate use standards outlined in the Organization Funding & Financial Operations section of this handbook. **Membership must be open to all credit-paying LTC students.**
- Student organizations must have LTC faculty/staff advisors. For program-related student organizations, the faculty/staff advisor must be approved by the Instructional Division Dean to serve for the year or until a successor is identified. A minimum of one faculty advisor is required for program-related organizations (unless other staff are designated and approved by the Instructional Division Dean). Advisors for non-program-related student organizations may be faculty, management, or support staff; participation must be approved by supervisor(s).
- Student organizations should strive for a minimum of **SIX** active members. A typed list of the membership (including student names and ID numbers) must be submitted with the request for creation/renewal student organization approval.
- Members of student organizations must be students enrolled in and actively attending credit classes at Lakeshore Technical College; faculty/staff or community members are not considered members of student organizations.
- Standard documentation of organization constitutions-bylaws is required, and a draft (at minimum) must be completed and submitted to LTC SLB Executive Team Advisor, Tammie Stahl at **tammie.stahl@gotoltc.edu**, prior to full organization approval by the LTC SLB.
- Proposed new or renewal (inactive for one academic year or more) organizations must present their request for LTC SLB approval at an LTC SLB official business meeting. Work with Tammie Stahl to ensure all appropriate steps are complete and to schedule a time on the LTC SLB meeting agenda.
- All LTC SLB student organization members and faculty/staff advisors must abide by the guidelines, expectations and responsibilities set forth in this handbook as well as those of the college and the Wisconsin Technical College System.
- **Student organizations must follow and comply with LTC guidelines related to public health and safety related to COVID-19 pandemic.**