

# STUDENT ORGANIZATION MEMBER ACCOUNTABILITY PROCESS OUTLINE

MEMBERS IN GOOD STANDING SUBMITS REPORT TO ADVISOR DETAILING FAILURE TO MEET MINIMUM MEMBERSHIP EXPECTATIONS

ADVISOR SENDS WRITTEN REQUEST TO MEET WITH MEMBER IN QUESTION

ALLEGATIONS ARE DETERMINED BY ADVISOR TO BE CREDIBLE

ADVISOR AND MEMBER IN QUESTION REVIEW ALLEGATIONS

ALLEGATIONS ARE DETERMINED BY ADVISOR TO BE NOT CREDIBLE

ADVISOR AND MEMBER IN QUESTION CREATE AN IMPROVEMENT PLAN WITH A SET TIMELINE

A WRITTEN SUMMARY OF THE MEETING IS CREATED AND SENT VIA EMAIL TO THE MEMBER IN QUESTION

**END PROCESS**

A WRITTEN SUMMARY OF THE MEETING, INCLUDING THE ACTION PLAN, IS CREATED AND SENT VIA EMAIL TO THE MEMBER IN QUESTION

MEMBER SUCCESSFULLY COMPLETES THE ACTION PLAN WITHIN THE DEFINED TIMELINE

MEMBER DOES NOT COMPLETE THE ACTION PLAN WITHIN THE DEFINED TIMELINE

MEMBER IS RETURNED TO GOOD STANDING

ADVISOR NOTIFIES PRESIDENT OF FAILURE TO MEET REQUIREMENTS OF THE ACTION PLAN, RECOMMENDS INITIATION OF REMOVAL PROCESS

**END PROCESS**

PRESIDENT CALLS FOR A MANDATORY MEETING WITHIN [X] BUSINESS DAYS WITH EXECUTIVE BOARD, ADVISOR, AND MEMBER IN QUESTION

MEMBER MUST RECEIVE NOTIFICATION OF MEETING TIME AND LOCATION 3 BUSINESS DAYS IN ADVANCE

AT MEETING, BOARD DISCUSSES ALLEGATIONS WITH MEMBER

IF MEMBER SHOWS, ACTION MAY BE TAKEN

IF MEMBER DOES NOT SHOW, ACTION MAY STILL BE TAKEN

A VOTE IS CALLED IN THE EXECUTIVE BOARD TO REMOVE THE MEMBER FROM THE ORGANIZATION

2/3 SUPERMAJORITY IS ACHIEVED

2/3 SUPERMAJORITY IS NOT ACHIEVED, MEMBER REMAINS IN THE ORGANIZATION

MEMBER IS DISMISSED FROM THE ORGANIZATION AND IS NOTIFIED IN WRITING

MEMBER REMAINS IN THE ORGANIZATION AND IS NOTIFIED IN WRITING

OFFICE OF STUDENT LEADERSHIP & INVOLVEMENT IS NOTIFIED OF THE RESULTS IN WRITING

**END PROCESS**