

## **Member Accountability Process – Member Action Plan for [Student Organization Member's Name]**

**Student Organization:** [Name of the Organization]

**Member:** [Student Organization Member's Name]

**Date:** [Date of Issuance]

**Reviewed By:** [Advisor's Name / Executive Board Member's Name]

---

### **1. Issue Overview**

#### **Description of the Issue:**

[Detail the specific behaviors or actions that did not meet the minimum membership expectations. Be specific and objective.]

#### **Impact on the Organization:**

[Describe how the member's behavior has affected the organization, other members, and any events or activities.]

### **2. Expected Behavior**

#### **Current Expectations Not Met:**

[List the specific membership expectations or guidelines that were not upheld.]

#### **Corrective Expectations:**

[Detail the expected behaviors and actions the member should demonstrate moving forward. Be clear and specific.]

### **3. Improvement Goals**

#### **Short-term Goals (next 30 days):**

1. [Specific behavior change or action to be taken]
2. [Specific behavior change or action to be taken]
3. [Specific behavior change or action to be taken]

#### **Long-term Goals (next 90 days):**

1. [Specific behavior change or action to be taken]
2. [Specific behavior change or action to be taken]
3. [Specific behavior change or action to be taken]

### **4. Support and Resources**

#### **Resources Provided by the Organization:**

1. [Mentoring or coaching from an experienced member]
2. [Workshops or training sessions relevant to the issue]

*This template is provided by the Office of Student Leadership & Involvement, if you have any questions, please contact [involvement@wcupa.edu](mailto:involvement@wcupa.edu)*

3. [Access to organizational resources, such as manuals or guidelines]

**Support from Advisors or Mentors:**

[List specific advisors, mentors, or executive board members who will provide support, including how and when they will do so.]

**5. Monitoring and Review**

**Check-in Meetings:**

[Specify the frequency and dates for check-in meetings to review progress (e.g., weekly, bi-weekly).]

**Review Process:**

[Describe how progress will be measured and reviewed, including any documentation required from the member.]

**Consequences for Non-Compliance:**

[Detail potential consequences if the member fails to meet the improvement goals, such as probation, suspension, or removal from the organization.]

**6. Member Commitment**

**Member's Statement:**

[Provide space for the member to write a brief statement acknowledging the behavior issues and committing to the improvement plan.]

---

**Signatures:**

**Member:**

---

[Member's Name]

Date: \_\_\_\_\_

**Advisor/Executive Board Member:**

---

[Advisor/Executive Board Member's Name]

Date: \_\_\_\_\_

**Organization President (if applicable):**

---

[President's Name]

Date: \_\_\_\_\_

---

**Notes:**

*This template is provided by the Office of Student Leadership & Involvement, if you have any questions, please contact [involvement@wcupa.edu](mailto:involvement@wcupa.edu)*

1. This Member Accountability Process – Member Action Plan is intended to support and guide the member towards meeting the organization’s standards.
2. The organization is committed to providing the necessary resources and support to facilitate the member’s improvement.
3. All parties involved should maintain open and respectful communication throughout the duration of this plan.

---

Feel free to customize this template according to the specific needs and expectations of your organization.