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MEMORANDUM

Date: October 18, 2024
To: West Chester University Student Organization Presidents and Faculty/Staff Advisors
From: Cara Jenkins, Director of Student Leadership & Involvement
RE: **Student Organization Operational Changes** – Officer Eligibility Standards and Member Accountability Process

One of the many roles of the Student Leadership and Involvement Office (SLI) is to ensure that all student organizations follow the [Student Organization Policy and Procedures Manual \(SOPPs\)](#), and set standards for organization operations through the [Bylaw Template](#). This memo is to alert all student organizations to important updates and changes in these areas.

Officer Eligibility (Academic Standing): Update in Release of GPA Information

SLI receives cumulative and semester GPAs after each semester via Academic Enterprise Systems (AES) to confirm each student meets the minimum GPA standard. However, without the student's release, we cannot communicate directly with the President and Advisor of an organization that their organization is not in compliance with the SOPP requirement (Article V. Section 6). Therefore, all officers will be required to complete the [Officer Eligibility Form](#), distributed by SLI upon being elected. *For this year, officers will complete this no later than **November 15, 2024**.*

Officer Eligibility Conduct Standing: New Request for Release of Student Conduct Information

In the new Bylaw Template, each elected officer must be considered in good standing with the Office of Student Conduct. Meaning, if a student has been found responsible for any Code of Conduct violations, they must not have any outstanding sanctions to complete. All officers will be required to complete the Officer Eligibility Form, distributed by SLI upon being elected. *For this year, officers will complete this no later than **November 15, 2024**.*

Member Accountability Process: New Addition to Bylaw Template

One of the areas that seems to be an issue for many student organizations is how to hold members and officers accountable. All student organizations are to have established member accountability processes. The new Bylaw Template outlines the specific requirements and process for this area, created in partnership with the Office of Diversity, Equity and Inclusion. The text in red will need to be incorporated into all student organization bylaws submitted during re-registration in April 2025. Please note that these changes do ask that our Faculty/Staff Advisors to assume an active role in the member accountability process.

During the next six months, SLI will host a series of information sessions, bylaw writing workshops and offer an extensive list of resources for all student organizations to update their current bylaws to the new standard. The steps will include the following:

- 1) **REQUIRED** [Current Bylaw Audit Form](#) – all student organizations will complete an assessment of its bylaws to evaluate if current bylaws include all the necessary components of the operational changes. This form is to be completed by **January 27, 2025**.

- a. The result of this audit would be to provide you with specific direction on what areas you need to incorporate into your new bylaws. If you hit all the areas, then this step is done until uploading bylaws during the April re-registration process.
 - b. The main areas that will be assessed are:
 - i. Officer Eligibility standards that include a minimum GPA of 2.0 and good standing with the Office of Student Conduct
 - ii. Roberts Rules are used for organization procedures
 - iii. Minimum membership expectations are established that include that Members will act in accordance with Roberts Rules of Order and the Student Code of Conduct, AND that each member signs and agreement of these expectations upon joining.
 - iv. Member accountability process that adheres to due process and provides the opportunity to improve behavior
 - v. Separate referral to university departments for misconduct found in the Student Code of Conduct
- 2) (Optional) Information Sessions to provide an overview of the changes and how to incorporate into existing bylaws.:
- a. Friday, November 15, 2024 – [Lunch and Learn](#) – open to all student organizations
 - b. Tuesday, December 3, 2024 – [Information Session](#) prior to December Council of Organizations
 - c. February & March – Category specific sessions hosted by Leadership Consultants and Executive Board/Advisor training sessions hosted by SLI (registration links sent in January)
- 3) Ongoing Resource Development – SLI will have a series of written resources to assist student organizations in executing the new member accountability processes.
- a. A folder of these resources will be uploaded to each Ramconnect portal and available on the SLI website, by December 3, 2024.
 - b. Training opportunities for both Executive Board members and Advisors will be incorporated into the regular opportunities provided each year, beginning at the extended April Council of Organizations session.

Thank you for your dedication to student organization development and incorporating these changes to assist all organizations with maintaining an equitable and positive experience for all members!

Individual organizations with questions about these changes can reach out to their assigned Leadership Consultant or the [Office of Student Leadership & Involvement](#).