

Meeting Script

1. Introduction

Facilitator:

- "Good [morning/afternoon], everyone. Thank you for joining this meeting. My name is [Your Name], and I am [Your Title] and I serve as the Advisor to [insert student organization name]."
- "The purpose of today's meeting is to discuss potential violations of the membership standards of [Student Organization Name] that have been reported concerning [Student's Name]. This meeting is an opportunity for us to understand the situation better and to ensure that all members are aware of and adhering to the established guidelines."

2. Setting the Tone

Facilitator:

- "I want to emphasize that this meeting is not about passing judgment but rather about understanding the situation, addressing any concerns, and finding a constructive way forward."
- "We are here to support each other and to uphold the values and standards that make our organization and university community strong."

3. Review of Allegations

Facilitator:

- "To begin, I will outline the specific concerns that have been reported."
- "It has been reported that [briefly describe the behavior or incidents in question]."

4. Student's Perspective

Facilitator:

- "[Student's Name], we would like to hear your perspective on these reports. Please share your side of the story and any context that you believe is relevant."

Student:

- [Student shares their perspective.]

5. Clarification and Questions

Facilitator:

- "Thank you for sharing your perspective, [Student's Name]."
- "Do any of the members present have any questions or need any clarification on the points raised?"

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Other Members:

- [Members ask questions or seek clarification.]

6. Review of Membership Standards**Facilitator:**

- "Let's take a moment to review the relevant membership standards and guidelines of [Student Organization Name]."
- [Review specific standards and explain how they relate to the reported behavior.]

7. Discussion of Impact and Consequences**Facilitator:**

- "It's important to discuss the potential impact of these behaviors on the organization and its members."
- "Let's consider how these actions might affect the group's dynamics, reputation, and the individual members involved."

8. Exploring Solutions**Facilitator:**

- "Now, let's focus on finding a constructive way forward."
- "What steps can we take to address these concerns and prevent similar issues in the future?"
- "Are there any specific actions or commitments that [Student's Name] can make to align with our standards?"

Student and Members:

- [Discuss potential solutions, actions, or commitments.]

9. Summary and Next Steps**Facilitator:**

- "To summarize, we have discussed the concerns raised, heard [Student's Name]'s perspective, reviewed our membership standards, and explored potential solutions."
- "The next steps are [outline any agreed-upon actions, follow-up meetings, or consequences]."
- "We will follow up on this matter by [specific date or timeframe]."

10. Closing

Facilitator:

- "Thank you, everyone, for your time and participation in this important discussion."
- "[Student's Name], we appreciate your openness and willingness to address these concerns."
- "If there are no further questions or comments, this meeting is adjourned."