

Hello advisor,

I hope this message finds you well. My name is _____, and I am a member of [org name]. It has come to my attention that [student you are reporting name], a member of our campus organization, is not following membership expectations as stated in our bylaws in Section B, clause [state the specific clause(s) the member is failing to adhere to]. I would like to make you aware of this member's failure to adhere to our organization's expectations to discuss the possibility of beginning the procedure to help rehabilitate this student's standing with the org or the process of removing this member.

Upon my observations, I have observed that... (go into detail about this member's performance at the club. Please keep peers' names anonymous if you mention other individuals in your explanation. Reference specific examples, but be professional and unbiased.)

Because of these observations, I was hoping you could reach out to this student to discuss these behaviors and possibly create a success plan that could help this member be in good standing with the org again. I appreciate your time in helping our organization succeed on campus!

Thank you,

Your name

SAMPLE FOR WCU POLICY:

Hello advisor,

I hope this message finds you well. My name is _____, and I am a member of [org name]. It has come to my attention that [student you are reporting name], a member of our campus organization, is violating WCU's policy. I would like to make you aware of this member's failure to adhere to our organization's and institution's expectations to discuss the possibility of beginning the procedure to help rehabilitate this student's standing with the org or the process of removing this member.

Upon my observations, I have observed that... (go into detail about this member's performance at the club. Please keep peers' names anonymous if you mention other individuals in your explanation. Reference specific examples, but be professional and unbiased. What specific policy are they violating; e.g., anti-discrimination statement, anti-hazing policy, etc.? Does Public Safety or the Conduct Office need to be involved?)

Because of these observations, I was hoping you could reach out to this student to discuss these behaviors and possibly create a success plan that could help this member be in good standing with the org again. I appreciate your time in helping our organization succeed on campus!

Thank you,

Your name