**Student Organization Officer GPA and Officer Responsibility Agreement**

**Student Organization Officer GPA Policy:** MSUM requires that all officers of recognized student organizations have a minimum cumulative GPA of 2.5 (as defined by your constitution). The Assistant Director of Leadership and Organizations will obtain these records to ensure that all officers’ GPAs comply with this requirement. Please be assured that this information will be kept confidential by the Assistant Director of Leadership and Organizations and will be used only to ensure that all student officers comply with MSUM requirements. All student officers and advisors should be made aware of this policy.

Upon notification that an officer does not have at least a 2.5 cumulative GPA, the Assistant Director of Leadership and Organizations will determine the appropriate course of action to be taken. This generally includes contacting the student and the applicable student organization advisor through their MSUM e-mail account to notify the student that one can no longer serve in the leadership role and of the opportunity to appeal. If the student chooses to appeal, one will need to prepare a written statement and attend a meeting with the Assistant Director of Leadership and Organizations, who will make a final determination in this matter. If one chooses to not appeal or if the Assistant Director of Leadership and Organizations denies the appeal, one’s student organization will be contacted to re-elect a new officer to hold one’s position.

[ ] I have read the above Officer Grade Policy and understand and agree to its terms.

**Officer Responsibility:** A position of leadership in a student organization entails responsibility for being knowledgeable of the student organization’s constitution, MSUM Student Rights and Responsibilities, MSUM University Policies, and Student Conduct Code as found in the Student Handbook and conveying this information to the membership. In addition, student organizations need to follow all Student Union and Activities policies and procedures for student organizations. Student officers cannot knowingly permit, allow, or condone in any violation of these documents/policies/procedures by the group or organization.

Student organizations found in violation are subject to revocation of recognition and/or other disciplinary action by the Student Conduct Committee or the Assistant Director of Leadership and Organizations.

All student organization officers and advisors will be added to respective listservs through DragonCentral. It is the responsibility of the student organization officers to check the organization’s mailbox folder in the Office of Student Activities (OSA) on a regular basis and to reply to messages and requests from the OSA and MSUM staff in a timely manner.

Each student organization has a DragonCentral page, which automatically publicly lists the student organization officers’ and advisors’ names and e-mails. It is the responsibility of the student organization officers to maintain their DragonCentral page including adding events and meetings, keeping the organization roster up to date, and logging any service hours the student organization members do. The organization President (or equivalent) and Advisor names and e-mails are considered public information and may be given to others requesting to get in contact with the student organization.

Finally, should student organization officers and/or advisors change throughout the year, it is the organization’s President (or equivalent) and/or advisor’s responsibility to notify the OSA of the change through the Change of Officer/Advisor Form on DragonCentral.

[ ] I have read the above Officer Responsibility Policy and understand and agree to its terms.