

**The PRIDE OF NEW MEXICO
MEMBER ACTION PLAN**



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Member Action Plan

The Pride of New Mexico (hereby referred to as “the organization”) is reliant upon student engagement and dedication. In many circumstances, however, a significant amount of time and energy is taken to restate previously discussed information. Thus, it is of utmost importance that our members always work in an efficient and positive manner. Members will have the resources and support necessary to ensure they have the opportunity to grow and succeed in their roles in the organization. On any occasion that a member (or members) may fall short of our expected standards, we will initiate corrective action and adhere to the Member Action Plan outlined below.

Strike 1: One act of misconduct

If a member is directly involved in an incident of misconduct, they will receive a written warning. This warning will clearly state the violation and whether further action is necessary. Additionally, the warning will clarify the organization’s policies and expectations.

Strike 2 Termination of Membership: Two acts of misconduct

If a member is directly involved in a total of two acts of misconduct, termination of membership is effective immediately. The member must meet with the director at their convenience to discuss further actions that may be necessary. Future membership in the organization is at the discretion of the director.

Examples of misconduct include, but are not limited to:

- One unexcused absence outside the allotted time after receiving a warning (see Pride of New Mexico handbook)
- One unexcused absence from blackout rehearsals
- Failure to submit one music pass off by assigned submission deadline.
- Failure to pass off one music assignment by resubmission deadline.
- Three days of not having all materials needed for rehearsal (consecutive or non-consecutive)
- Failure to fill out a FOF for a missed rehearsal
- Other inappropriate occurrences are at the discretion of director

Some acts of misconduct will automatically lead to dismissal due to their severity.

Examples of misconduct resulting in automatic dismissal:

- Unexcused absence from a football game or performance
- Violation of guidelines outlined in the Pride of New Mexico handbook.
- Serious neglect of duty, insubordination, violation of safety rules, dishonesty, unauthorized removal, or destruction of property belonging to others
- Other misconduct at discretion of director

To prevent misconduct, it is essential for members to communicate conflicts they have to the leadership and staff prior to the appropriate deadlines.

Requesting an excused absence:

1. Rehearsals and sectionals:
 - Submit the online Canvas form (FOF) for absence approval before the requested date of excused absence. You will receive feedback on Canvas if your FOF request was approved.
2. Games and Performances:
 - Submit the online form (FOF) for absence approval at least 2 weeks before the requested date of excused absence. You will receive an email before the excused date stating whether your request has been approved.

The staff and leadership are available to provide resources and suggestions for members to ensure that inappropriate conduct or policy violation does not reoccur. Final membership decisions are at the director's discretion.