

ROSTER UPDATE PROCEDURES

Last Updated 1/25/11

Roster Status Definitions:

- **Active:** Defined as an active, initiated, undergraduate member of your chapter.
 - Most organizations define a collegiate active member as one who has not earned their first Bachelor's Degree. If someone has earned their Bachelor's Degree and returns to school, they may still be considered an alumnus/alumna. Check your Inter/National Constitution for more information.
- **New:** A member who has not been initiated yet. A New Member does not automatically become an active member at the end of a semester. They must meet your organization's Initiation criteria and go through your organization's official Initiation Ceremony.
 - Students are classified in the roster as New Members until the semester following their initiation in order to accurately report GPA information.
- **Inactive:** A member who is Student Teaching or on Internship, still enrolled in classes, but is unable to attend meetings and other chapter events. Students on this status will not be counted against your chapter for required attendance events. However, they cannot be considered "active" in your organization (i.e. no participation in Intramurals, etc).
- **Alumnus/Alumna:** A member who has:
 - Graduated from the University (Does not require Yellow Card. Fill out the Graduation Report Form online)
 - Withdrawn from the University and transferred to another University
 - Withdrawn from the University and did not transfer
- **Depledged:** Any New Member who terminated their membership BEFORE being initiated. Depledged means that the member has filled out official release paperwork for your Inter/National Organization, has turned in their NM pin and materials, and no longer retains the right to claim membership, wear letters, or affiliate with your organization, *all before being initiated*. Check your Inter/National Constitution for specific procedures. This is similar to, but not quite the same as "Resigned" below.
- **Resigned:** Any Initiated Member who is no longer a member of your Inter/National Organization. This is not the same as "Depledged". Resigned means that the member has filled out official release paperwork for your Inter/National Organization, has turned in their badge/pin, and no longer retains the right to claim membership, wear letters, or affiliate with your organization. Check your Inter/National Constitution for specific procedures.
 - Resignation can be for many reasons. A person can resign their membership voluntarily or they can be removed from the organization based on a judicial/standards decision. If someone resigns their membership, use the "Yellow Card" to tell us why (Academic, Financial, Judicial, Personal, Time Commitment).

The ONLY statuses listed above that completely removes someone from your roster is: Alumnus/Alumna (due to leaving the University ONLY, not for "Early Alum" status), Depledged, and Resigned. Inactive Status keeps that member on your roster for GPA and determining Chapter Total.

Inactive Status does NOT count against you for required attendance events.

For any status change that results in removing someone from your roster and that is not due to graduation or officially withdrawing from the University, you MUST attach official paperwork that you are submitting to your HQ to remove them from your HQ roster (new for 2010)

Please do the following for the Roster:

- Carefully review the Roster printout. You may request a roster for your chapter at any time by emailing your request to greeklife@semo.edu
- For members who GRADUATED, please write GRADUATED and the month/year next to their name.
- For all other status changes, you must come to UC202 and fill out a “Yellow Card”. This includes members whose resigned their membership, withdrew from school, or transferred to another university. We do not remove anyone from a roster without a Yellow Card signed by the Chapter President.
- **For any status change that results in removing someone from your roster and that is not due to graduation or officially withdrawing from the University, you MUST attach official paperwork that you are submitting to your HQ to remove them from your HQ roster (new for 2010)**
- Completing the roster update gives us an accurate list of members so that we can track attendance at Minimum Standards events, and determine chapter sizes. For Panhellenic chapters, this also determines whether or not you can offer bids in the Spring semester.
- Roster changes can be made anytime during the semester simply by filling out a Yellow Card. Chapters are strongly encouraged to process roster changes as soon as any membership changes happen within the chapter. Don't wait until the last minute to update your roster!
- You MUST process any roster changes before the 12th week of classes each semester. This helps us prepare the database for uploading in order to retrieve GPA information each semester. If Yellow Cards and documentation are not turned in by the 12th week of classes, any individual mistakenly left on the roster will be included in your GPA report.
 - Those who withdraw officially from the University after the 12th week do not produce a GPA and will be taken off of the GPA report. However, you must still do a Yellow Card to remove them from the roster.

If you have ANY questions, please contact Teena Reasoner at tmreasoner@semo.edu or Ben Hooe at greeklife@semo.edu.