Fraternity and Sorority Roster Policy and Procedure

Policy

Chapters are required to submit a complete roster of membership using the template by the deadlines each semester. Failure to submit a roster by the deadline will result in a loss of good standing.

Procedure

- If starting from scratch, the roster template is available on the fraternity and sorority website: https://www.etsu.edu/students/sorc/fsl/formsandresources.php in the FSL Member Roster section
- If a returning chapter, a roster is available through the fraternity and sorority life office. Please carefully review to update.
- Once added, please do not edit E Numbers, First/Last Name, Classification, or Email Address.
- You need to update all other cells every semester.
- Each chapter member must be listed on the roster.
- If a member's membership status changes during the academic term, information about that status change must be submitted immediately through the survey on D2L.
- Only Fraternity and Sorority Life staff may remove people from the rosters.

Membership status types:

NM = New Member – Member accepted a bid invitation to join your organization that semester

A = Active Member - General membership status

G = Graduates – Members who plan to graduate at the end of that academic semester

I = Inactive – Must be approved by chapter advisor or national organization. In next cells, select period of absence and reason for inactive status.

R = Expelled/Membership Cancellation (when the member's status is cancelled by the organization)

W = Withdrawn their membership to chapter

Deadlines:

Fall 2018
Initial Roster Due: Sunday, September 9 by 11:59 p.m.
Final Roster Due: Sunday, December 2 by 11:59 p.m.

Spring 2018
Initial Roster Due: Sunday, January 27 by 11:59 p.m.
Final Roster Due: Sunday, April 14 by 11:59 p.m.