

## University of Memphis – Fraternity/Sorority Affairs Chapter Checklist

In order to remain in good standing at the University of Memphis, each fraternity/sorority chapter must complete the following:

<b>Task</b>	<b>Deadline</b>	<b>Who</b>	<b>Where</b>
Student Leadership & Involvement RSO Registration	First day of classes each semester	President	SLI Website
Complete chapter roster	2 <sup>nd</sup> Friday of each semester	President	F/S Forms Page
Advisory Board Contact updates	2 <sup>nd</sup> Friday of each semester	President	F/S Forms Page
Completed FSA Statement of Understanding Form	Fall – September 15 Spring – February 15	President	F/S Forms Page
New member update for chapter roster	Fall – November 10 Spring – April 10	President	F/S Forms Page
Officer Contact updates	1 week following election of new officers	President	F/S Forms Page
One-on-one meeting with F/S Affairs	Fall – December 1 Spring – May 1	President, F/S Affairs	N/A
Event Notification Forms	5 business days prior to event	Risk Manager	F/S Forms Page
Community Service Reporting Form	2 weeks following event	Philanthropy/Service Chair	F/S Forms Page
Philanthropy Reporting Form	2 weeks following event	Philanthropy/Service Chair	F/S Forms Page
Participate in F/S Affairs Assessment Program	Ongoing	President, other officers	N/A
Attend 80% of all President meetings	N/A	F/S Affairs	N/A
Attend 80% of all governing council meetings	N/A	F/S Affairs	N/A
Attend 80% of all officer workshops	N/A	F/S Affairs	N/A
Chapter GPA is above 2.25	N/A	F/S Affairs	N/A
New Member Class GPA is above 2.25	N/A	F/S Affairs	N/A

Failure to complete the above expectations by their listed deadlines could result in any of the following:

- Review of space registration and social event hosting privileges
- Development of an Academic Plan addressing membership performance deficiencies
- Disqualification from F/S Affairs Awards process
- Creation of a Membership Plan
- Evaluation of student organization recognition
- Withholding of academic reports produced