

University of Memphis Fraternity/Sorority Roster Policy

Fraternity/Sorority Affairs (FSA) supports the growth and success of all Interfraternity, National Pan-Hellenic, Panhellenic Councils at University of Memphis. Adequate chapter membership and leadership are essential to the growth and success of the University of Memphis fraternity/sorority community. Accurate chapter rosters are essential to the proper functioning of fraternity/sorority chapters. This policy outlines the expectations of FSA as they relate to issues of chapter rosters.

A. Chapter Roster Submissions

Chapter rosters to be used for the purposes of recruitment numbers, grade reports, and any other University reporting. Rosters shall be submitted according to these guidelines:

1. All chapter rosters are to be electronically submitted to the Fraternity/Sorority Advisor by the second Friday at 5pm of each semester. All rosters must be submitted using the official Roster Template which will be electronically sent out at the beginning of each semester to all chapter presidents.
2. Chapters failing to submit rosters by the designated deadline are subject to automatic "Social Probation" until the rosters are electronically submitted.
3. All roster submissions must have at least one chapter advisor copied on the submission.

B. Updating Chapter Rosters

1. Chapters can add or withdraw members from their rosters until the day designated by the University as the last day to withdraw from an academic class with a "W" with no refund. (This date will be publicized at the beginning of the semester by the Fraternity/Sorority Affairs Advisors). Members taken off of the roster on or before this date, will not be included in the chapter GPA, but will be listed on the roster as a past member. They will not be recognized as either active or inactive members of the chapter, but past members.
2. New members can be added to the roster at any time throughout the semester.
3. Only members on the roster are permitted to represent the chapter in University, chapter, or any other events/functions on the University of Memphis campus such as: intramural teams, chapter events, step shows, yard shows, etc.
4. Chapters can mark members who withdraw from the chapter after the deadline set above, however, those members will be marked as "inactive" on the roster, and the chapter member's GPA will be included in the chapter's overall GPA.
5. All rosters updates must be submitted using the Roster Template.

C. Roster Limitations

1. All fraternity/sorority chapters must maintain membership of at least ten (10) members.
2. Chapters falling below 10 members, at any time during any semester, will automatically be placed on "Membership Probation".
3. Chapters on "Membership Probation" must set up a meeting with their assigned Fraternity/Sorority advisor to outline plans to take new members within the next two semesters. This meeting should be scheduled within the first 4 weeks of the semester, should include the undergraduate chapter advisor, and conclude with a written plan/contract signed by the chapter president and advisor.
4. If the chapter is still below 10 members when reregistering through the University, the organization will be on Provisional Status as a Registered Student Organization (RSO) for that academic year. After one academic year on Provisional Status, the chapter will either need to have 10 members, or will need to apply for a one-semester extension to their Provisional Status with the Student Leadership & Involvement staff. Provisional Status extensions will only be given for one semester.
5. Chapters who fall below the ten member requirement at any point within two consecutive semesters and do not initiate new members within three consecutive semesters are subject to be placed on "Membership Suspension" for four (4) academic semesters.

All chapters not fulfilling any requirements outlined in this policy are subject to be categorized as "not in good standing" with Fraternity/Sorority Affairs.

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