

**Jacksonville State University**  
**Fraternity & Sorority Life**  
**Roster Update Policy**

1. Only the chapter president may update a chapter's roster, along with the approval of the chapter advisor or headquarters.
2. REMOVAL of MEMBERS:
  - Members and new members will only be removed when they graduate, assume alumnus/a status, leave the chapter, or membership has been revoked.
  - If someone has not graduated they will not be removed from the roster. Graduating members will be removed after grades have posted for the semester in which they graduate (those listed as graduated will be double checked with the university records).
  - Members who dis-affiliate with your organizations will need to come in and fill out a dis-affiliation form to be removed from your active roster, or the Assistant Director of Student Life - Fraternity & Sorority Life must receive a letter from your chapter advisor or headquarters stating this person is no longer a member.
  - Members who have been expelled from your chapter can be removed from your roster with a letter from your chapter advisor or headquarters stating this person has indeed been removed and is no longer a member.
3. The deadline for submitting roster changes is at the midterm of each semester (fall or spring). If there are extenuating circumstances and a member needs to be removed after midterm (i.e. withdrawal, etc), contact the Assistant Director of Student Life – Fraternity & Sorority Life. New members may be added to a roster any time they fill-out and sign a new member COB Card (green) or a BID Card (blue) (for PC & IFC chapters) and turned into the Office of Student Life. **(This does not mean you cannot extend bids after midterm... our office promotes “active continuous recruitment” year round).**
4. If a roster on the mid-term grade report is incorrect, contact the Assistant Director of Student Life – Fraternity & Sorority Life within 5 business days to resolve the issue.
5. Any member who is not currently registered at JSU needs to be REMOVED or made INACTIVE. If they are not a registered student they cannot represent your chapter in any official campus business (i.e. serve as an officer, reserve a room, attend meetings, intramurals, social functions, etc).
6. Any member listed as a new member, who is now active should have INITIATED MEMBER next to their name. If they have not been initiated you should leave them classified as new members.

*\* An emergency situation may include but is not limited to, called to military duty, got into legal trouble and the chapter does not want to be held responsible, or was hospitalized and will not return to classes that semester.*

*\*\* At the end of each semester a copy of your finalized roster will be sent to your headquarters so they know what we have on records and they can compare with theirs.*

*\*\*\* Extenuating circumstances may be addressed with the Assistant Director of Student Life – Fraternity & Sorority Life.*

*\*\*\*\*Membership Status:*

- *Initiated Member: Member has been granted all the rights and privileges specified by your organization.*
- *Inactive: A member who has no material participation in undergraduate chapter activities, such as social activities, living in the chapter house or voting at undergraduate chapter meetings.*
- *Resigned Membership: Member has decided to withdraw from membership in organization.*
- *Graduated: Member has completed necessary requirements specified for an undergraduate degree.*
- *Expelled: All rights and privileges as an active have been revoked by the organization.*