

Instructions for Updating Chapter Rosters

- 1) Please **print** the roster provided and indicate the appropriate status change for each individual on your roster you are removing or adding.

Active (A)	A fully initiated member in your organization
*Alumni (AL)	Any member whose membership has been changed to alumni status with your organization.
*Graduated (G)	Members who have graduated from Texas State
Inactive (I)/Suspended (S)	A member who is taking a semester off from the organization or whose membership was suspended by the organization. Member will be returning to Active status at a later date, and must be listed as inactive with your national/regional office.
New Member (N)	A new, non-initiated, member of your organization
Resigned (RS)	Any member who willingly resigned their membership to the organization.
Revoked (RV)	Any member whose membership was revoked or terminated by the organization
Transfer (T)	Any member who has transferred to a different university and has indicated they will pursue an affiliate transfer.

*Changes for alumni/graduated members should only be made at the beginning of the semester **AFTER** graduation so that those members remain on the grade report.

- 2) For any member designated as Alumni, Graduated, Inactive/Suspended, Resigned, Revoked or Transferred, you must attach a corresponding **Roster Deletion Form**. We cannot remove these individuals from the roster without the formal paperwork to remove them. For Inactive/Suspended, removal reason is required.
- 3) Verify the Texas State email addresses provided on the roster. We understand this may not be their preferred email. However, this ensures we have the correct individual on the roster.
- 4) If a member is missing from the roster, submit a **Roster Addition Form**. For Affiliate/Transfers, the member's signature is also required. We cannot accept any additions you have written on the roster without the formal paperwork to add the individual.
- 5) New Members joining the organization must sign the **Recruitment and Membership Grade Release Agreement**. The Roster Addition Form does not apply.

All roster edits, with the necessary paperwork attached, must be submitted to Fraternity and Sorority Life at LBJSC 4-14.1 no later than 5:00 PM on the designated deadline. If you have any questions, please contact Fraternity and Sorority Life at 512-245-5646, email DOS-FSL@txstate.edu, or stop by the office to discuss.