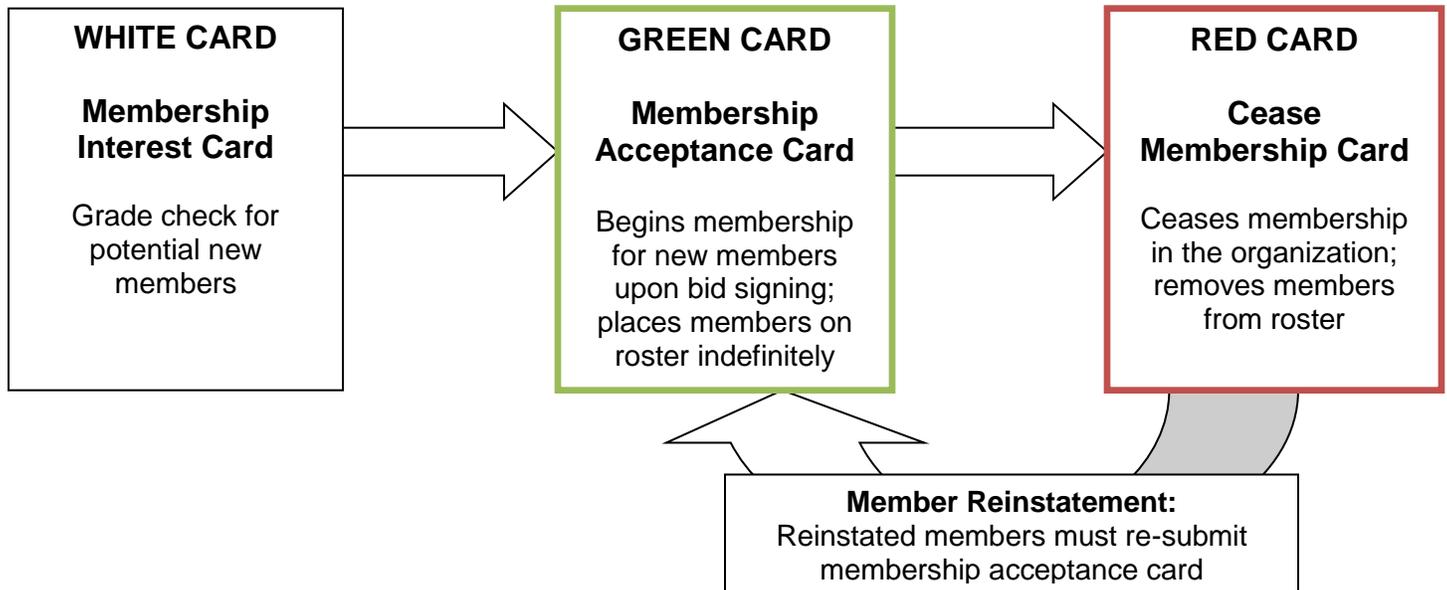


# Managing Your Chapter's Roster

The Center for Student Involvement (CSI) has the following process in place for tracking and managing Greek membership. This process is designed maintain accurate records of chapter members and provide both your chapter and our office with a simple 3-step system.



## Step 1: Membership Interest Card (optional)

This **white** card can be filled out by a prospective member at any time. This card allows the CSI to check grades and enrollment on a prospective new member **prior to the chapter offering a bid**. The CSI will check grades/enrollment for any prospective new member within one business day of when this card is submitted. You are **not** required to use this resource, but we highly recommend it so that you can be assured that prospective members meet the standards of your organization. We will keep this card on file for one year.

The CSI will only release this information to the chapter president or membership chair. Both individuals must be on file with the CSI.

## Step 2: Membership Acceptance Card

This **green** card is filled out by a new member and either the president or membership chair of the chapter. By submitting this form, you are notifying the Center for Student Involvement that this student has accepted membership in your chapter. This card is **due within 48 hours of membership acceptance**. This card fulfills a federal requirement to notify students of their rights under the Family and Educational Rights Protection Act, and allows the CSI to continually monitor enrollment and grades for your chapter. Once this card is turned in to our office this member will not be removed unless the president fills out a Cease Membership Card (Step 3).

### **Step 3: Cease Membership Card**

This **red** card is filled out by the **president** of your chapter (ideally with the departing member), and effectively terminates a student's membership. By submitting this card, the president is communicating with the CSI that the member has:

- Chosen not to be initiated
- Graduated
- Been involuntarily removed
- Voluntarily resigned or become officially "inactive"
- Been suspended
- Or for any other reason is no longer a member

Cease Membership Cards are due within a week of a member's departure. **Individuals will stay on your roster until the CSI office receives a Cease Membership Card.** This card ceases your chapter's ability to track the student's enrollment and grade information.

### **Why do we track rosters?**

Our office tracks membership for many purposes—perhaps the most visible is the semester grade report and dues invoicing. In addition, we use rosters for accurate reporting to (inter)national offices, honorary organizations, governing boards, University records, and alumni records. Accurate knowledge of the membership of Greek organizations is crucial.

The issue of "ghost members" is a risky one for any chapter. It is crucial that any roster on file with your national organization, insurance agency, or alumni board matches the one you have on file with the Center for Student Involvement. The CSI may request your national or advisory board's roster on file and check your Fort Hays State University roster against that document.

### **Checkpoints**

In order to assist chapter in maintaining accurate records, the Center for Student Involvement will provide copies of chapter rosters at the beginning of each semester. In addition, chapter presidents may request a copy of their active roster at any time, to verify that all records are up to date. Chapter presidents may also request to review the actual membership cards, which are filed for at least five years with the Coordinator of Student Involvement and Greek Life.