



SEWANEE
THE UNIVERSITY OF THE SOUTH
GREEK LIFE

MEMBERSHIP ROSTER POLICY

Unit: Greek Life

Initially Issued: August 2022

Last Revised: August 2023

Each organization is responsible for ensuring that the Greek Life Office has the most current membership information. Any changes to the roster must be reflected within 48 hours. Roster revisions are to be made on the official roster spreadsheet on file with Greek Life. There will be two Roster Days each semester, and the deadlines will be determined by Greek Life.

The following information is required for membership rosters:

- First Name
- Last Name
- Banner I.D. #
- Sewanee Email
- Graduation Year
- Charge (amount to be charged if dues are assessed through the university)
- Membership Status

Categories for membership status are as follows:

N = (New Member)

The New Member status identifies an individual that has accepted a membership invitation (bid). This status will remain in effect for a full semester, even if the person is initiated before the semester is complete.

M = (Member)

The Member status identifies a current member that is not a new member. Members must be current full-time students in good standing with the organization. Members will remain on the roster until notification is provided to Greek Life by the organization's president.

R = (Remove)

The Remove status is to be used when a member should no longer be reflected on the membership roster. This may include a person who has voluntarily withdrawn from the organization before or after initiation or has been suspended.

A = (Add)

The Add status should be used when a member is added back to the membership roster. This may include a member that had previously been suspended, taken time away from school, etc.

RESPONSIBILITY

The organization's president or designee must ensure that membership rosters are up to date with the Greek Life Office. Rosters on file with the Greek Life Office will serve as the University's official record of membership.