Member Statuses Decision Tree
From: Student Services

Is this member enrolled at your university?

Yes
- Proceed to "Enrolled Membership Statuses"

No
- Did the member graduate?
  - Report this member as an "Alumnus" - enter their graduation date
- Did the member transfer?
  - Report this member as an "Alumnus" - enter the date they left your university and the university they transferred to
- Did the member leave the university?
  - Report this member as an "Alumnus" - enter the date they left your university
Enrolled Member Statuses

Does this member want to stay involved in the fraternity?

Yes

- Is the member going to be able to meet attendance and financial requirements this term?
  - Yes
    - This member should remain in “Collegiate” status
  - No
    - Proceed to “Resignation Process”
  - The chapter should submit the LOA status for this member through ChapterSpot (no chapter vote is required)

No

- Is the member studying abroad?
  - Yes
    - The chapter should submit the LOA status for this member through ChapterSpot (no chapter vote is required)
  - No
    - Proceed to “Resignation Process”

- Is the member doing an internship/co-op?
  - Yes
    - The chapter should submit the LOA status for this member through ChapterSpot (no chapter vote is required)
  - No
    - Proceed to “Resignation Process”

- Is the member going on military leave?
  - Yes
    - Great! This member should remain in collegiate status while they follow their attendance agreement
  - No
    - Proceed to “Suspending a Member”

- Is there a special circumstance that will not allow the member to participate in chapter activities?
  - Yes
    - The chapter leadership should have a conversation with the member to determine if a mutual attendance plan can be agreed upon
  - No
    - The member is not eligible for an LOA

- Medical Emergency
  - The member should apply for a medical emergency LOA to the chapter’s eboard and RD

- Extreme Hardship
  - The member may apply for an extreme hardship LOA to the chapter’s eboard and RD

No

- Has an attendance agreement been agreed upon?
  - Yes
    - Proceed to “Suspending a Member”
  - No
    - The chapter should submit the LOA status for this member through ChapterSpot (no chapter vote is required)
Suspending a Member

Has the member missed at least 3 required events or meetings?

Yes
The chapter may submit a suspended non-attendance status in ChapterSpot with the number of meetings/events missed and proper reinstatement terms.

No
The chapter may not suspend a member until they have surpassed the missed meetings/events requirement.

Has it been at least 30 days since the chapter's deadline for the financial obligation?

Yes
The chapter may submit a suspended financial status in ChapterSpot with an explanation of what the amount owed and the dollar amount owed.

No
The chapter must wait at least 30 days past the chapter's deadline before the status will be approved.
Resignation Process

Has the chapter leadership met with the member to discuss their lack of involvement and concerns?

Yes

Does the member want to resign their membership?

Yes

The member will need to write a resignation letter and this letter must be sent to the Heritage Center for processing.

No

Proceed to "Is the member going to be able to meet attendance and financial requirements this term?" in Enrolled Member Statuses

No

Is the member responsive to communication from the chapter leadership?

Yes

The chapter leadership should make their best efforts to ascertain the member's reason for leaving

No

Proceed to "Suspending a Member" steps

No

Proceed to "Is the member going to be able to meet attendance and financial requirements this term?" in Enrolled Member Statuses