Chapter Forms – Instructions and Deadlines

*All forms can be found on OrgSync. You can find them in the FSPS portal or by searching the form in the search bar at the top of your screen. To be added to the FSPS portal, email your FSPS advisor.

Chapter Membership Roster Updates (All Councils)

- Chapter rosters are due at the beginning of each semester. A hard copy of your roster will be given at the first Super Gavel of the fall semester and the FSPS Leadership Retreat in the spring. Throughout the semester, if you need to review or update your roster, use the Org Sync forms to do so. An FSPS staff member can pull your current roster for review should you need it.
- Review each column to ensure all information is correct. It is the chapter president’s responsibility to check individual chapter roster for accuracy.
- M/P is for member / pledge – new members are labeled as “2” and initiated members are labeled as “1”
- You should keep your roster up to date with FSPS at all times.

Roster Forms

- **Roster Addition & Grade Release Form (as needed)**
  - If you have 5 or more additions, make sure to use the Roster Addition for 5 or more. You will have to complete the hard copy binding agreement / bid card / intake acceptance form to get those new members on your roster. These individual, council-specific forms are in your binder.
- **Roster Deletion Form (as needed)**
  - Download the excel and follow the format before you upload and submit the excel document.
- **Initiation Form (due within one week of initiation ceremony)**
- **In-House Roster (chapter with chapter facilities)**
  - Due at the beginning of the fall and spring semesters.
  - Complete in the summer if you have members living in the house during the summer.

Chapter Officer / Adviser / House Corporation Rosters (All Councils)

- Update this information with the FSPS team at the beginning of each semester.
- The chapter president is responsible for providing accurate names, telephone numbers, emails, and home addresses for the chapter officers and advisors listed on the form. If your chapter has different names for your officers, please determine which office fits the traditional job description of the offices listed on the form.
- It is the responsibility of the chapter president to make additions / corrections during the semester if needed.

FSPS Minimum Expectations Covenant (All Councils)

- The FSPS Minimum Expectations Covenant is due at the beginning of the fall and spring semesters
- In order to remain in Good Standing and a recognized organization at the University of Oklahoma, your chapter’s President, Vice President, New Member / Pledge Educator, Chapter Advisor, and House Corporation Board President (if applicable) must read and sign this document.
Chapter House Closing Form (chapters who have chapter facilities)
- The Chapter House Closing form is due four times each calendar year. This form can be found on OrgSync and is due the following times each year:
  - Thanksgiving Break
  - Winter Break
  - Spring Break
  - Summer Break
  - OU/TX (if applicable)
- Various Norman and OU professionals will be notified when the facility is closed.

House Director Employment Verification Form (chapters who have chapter facilities)
- It is the expectation of the University of Oklahoma that all Fraternities/Sororities with a chapter house employ a full time, live-in House Director or Graduate Resident Advisor meeting the qualifications of their Inter/National organization.
- This form is due at the beginning of the fall term.

Alcohol Free Verification (chapters who have chapter facilities)
- This form will serve as your chapter’s official verification and compliance with the university’s alcohol-free requirement. This form is due four separate times each year:
  - October 15
  - December 15
  - March 15
  - May 15
- Please note for this form to be complete, signatures from the Chapter President, Chapter Advisor, and House Corporation President are required.

RSO Alcohol and Open Social Event Notification / FSPS Event Notification Form (all councils)
- If your chapter plans on hosting an event that would be listed on your chapter calendar, please complete this form online 1 month prior to your event. Events that would warrant a form include (but are not limited to):
  - Transportation (conferences, events where you transport off campus)
  - Date Parties/Socials/Mixers
  - Educational Programs
  - Probates/Unveilings/Emergence Events
  - Philanthropies/Fundraisers/Community Service Events
  - Themed parties or events
- Depending on your type of event, you might need to complete additional forms but this form will direct you if additional documentation is needed.

Membership Intake and New Member Process Form (All Councils)
- Fraternities and sororities at the University of Oklahoma must follow specific guidelines in order to take a new line or new member class. Fraternities and sororities must:
  - Complete all necessary intake/new member process paperwork by two weeks prior to taking a line or new member class and set up a meeting with your FSSL advisor and council advisor to review paperwork
  - Submit the chapter’s new member education plan that is explicitly approved by the national headquarters and the local chapter advisor
  - Submit a calendar of events taking place during the new member process with an explanation of events taking place