Roster Management:

- Rosters should be updated in VOLink
- When there is a membership change during the semester you should update their position in your VOLink Roster to reflect the categories outlined below:
  - Should you be changing the status of a New Member to Withdrew Pre-Initiation or Withdrew Post-Initiation, or adding a New Member to your roster, please email your Council advisor in addition to updating VOLink.
    - Do Not remove the "New Member" status from members once they are initiation. They will remain "New Members" for the entirety of their first semester in the organization.

Current Member	Initiated for the whole semester, includes co-op, study abroad, and internship
New Member	Non-initiated member, new member
Graduated	Graduated, not returning
Withdrew Pre-Initiation	PNM/New member (not initiated) no longer in chapter
Withdrew Post-Initiation	New member post-initiation that is no longer in chapter within first semester
Transfer	Transferred to another institution; military; withdrew from classes
Resigned	Removed from the chapter, by the chapter or voluntarily; not a member (second semester+)

Deleting Individuals & Updating Statuses In Between Semesters:

IMPORTANT: The only time you should ever delete someone off of VOLink is at Roster Day or prior to the start of the fall/spring semester (window of dates outlined below). If someone Graduates, Resigns, or Withdraws during a semester you would just mark their status to reflect this and OSFL will support you on Roster Day in deleting the appropriate people. Below outlines the deadlines for deleting graduating, and resigned members before semesters begin, as well as changing new member statuses:

- All individuals that are marked as Graduated, Resigned, Withdrew Pre-Initiation, Withdrew Post-Initiation, or Transfer in the **Spring Semester** should be removed from your roster **between June 1st and August 1st.**
  - Additionally, all new members from the Spring Semester should be marked as "Member" (all you need to do is uncheck the "New Member" box) **between June 1st and August 1st.**
- All individuals that are marked as Graduated, Resigned, Withdrew Pre-Initiation, Withdrew Post-Initiation, or Transfer in the **Fall Semester** should be removed from your roster **between December 22nd and January 5th**
  - Additionally, all new members from the Spring Semester should be marked as "Member" (all you need to do is uncheck the "New Member" box) **between December 22nd and January 5th**