(date)

Tau Kappa Epsilon Fraternity  
Attn: Chief Executive Officer  
7439 Woodland Drive  
Indianapolis, IN 46278

Dear Sir:

WHERERAS, at our meeting on (exact date), the following motion was moved by (name of member), seconded by (name of member), and carried by a vote of (number) in favor and (number) against,

WHEREAS, (name of advisor) has volunteered to serve as the groups Chapter Advisor, or Faculty Advisor,

BE IT RESOLVED, that the undersigned desires to establish a colony of Tau Kappa Epsilon Fraternity at (name of university); that the objectives of the colony are to exemplify and uphold the ideals and traditions of (name of university) and to become a duly installed chapter of Tau Kappa Epsilon Fraternity.

NOW THEREFORE BE IT RESOLVED, that a copy of this resolution signed by all members, be immediately mailed to the Offices of the Grand Chapter of Tau Kappa Epsilon Fraternity.

Fraternally yours,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Signature of President

Printed Name and signature of men:

1. Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
     
   Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
     
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