TAU KAPPA EPSILON

Better Men for a Better World

Date:_____

Donald E. Aldrich, Chief Executive Officer
Tau Kappa Epsilon Fraternity
7439 Woodland Drive
Indianapolis, IN 46278

RE: Request for Inactive Status

Dear Frater,

I, _____ of the _____ chapter request in accordance with Article VI, Sec. 3 of the Fraternity's Black Book approval from the Tau Kappa Epsilon Fraternity Inc's Chief Executive Officer to approve my membership status as Inactive in said organization.

Select one reason for your request: _____

I understand that the Chief Executive Officer may require sufficient documentation verifying the conditions of my request. I further acknowledge that an inactive member shall have none of the rights or privileges of an active, honorary or alumni member. Furthermore, I may only be restored active status should my chapter approve this with a two-thirds vote. I also understand and stipulate that I am responsible for any and all dues and fees that are outstanding, as of the date of this request.

Yours In The Bond,

Name (Print)	Name (Signature)	Scroll Number	Date

Required Acknowledgments:

I, _____ as Chapter Prytanis and I, _____ as Board of Advisor Chairman, acknowledge the request made by _____ for inactive status. We further acknowledge that the Offices of the Grand Chapter will not make any adjustments to the Chapter's Risk Management and/or other Assessment Fees.

Signature Acknowledgment and Dated:

Name (Print)	Name (Signature)	Date
Name (Print)	Name (Signature)	Date

For Internal Use Only

Badge Returned: ☐ Yes ☐ No Membership Certificate Returned: ☐ Yes ☐ No

Exception Requested (Why not returned?) _____

CEO Approval: ☐ Yes ☐ No Reasons for Denial: _____ CEO Initials & Date: _____

CEO Signature for Approval: _____ Date: _____ Systems processed by: _____ Date: _____