

THE OFFICIAL GUIDE FOR ALUMNI TO RESTART YOUR CHAPTER



TAU KAPPA EPSILON
— Better Men for a Better World —

THE RESTART PROCESS

LEARN AND TAKE THE FIRST STEP

GET OTHERS INVOLVED

BUILD A SUPPORT TEAM

FRATERNITY FOR LIFE

BUILD A CHAPTER THAT LASTS

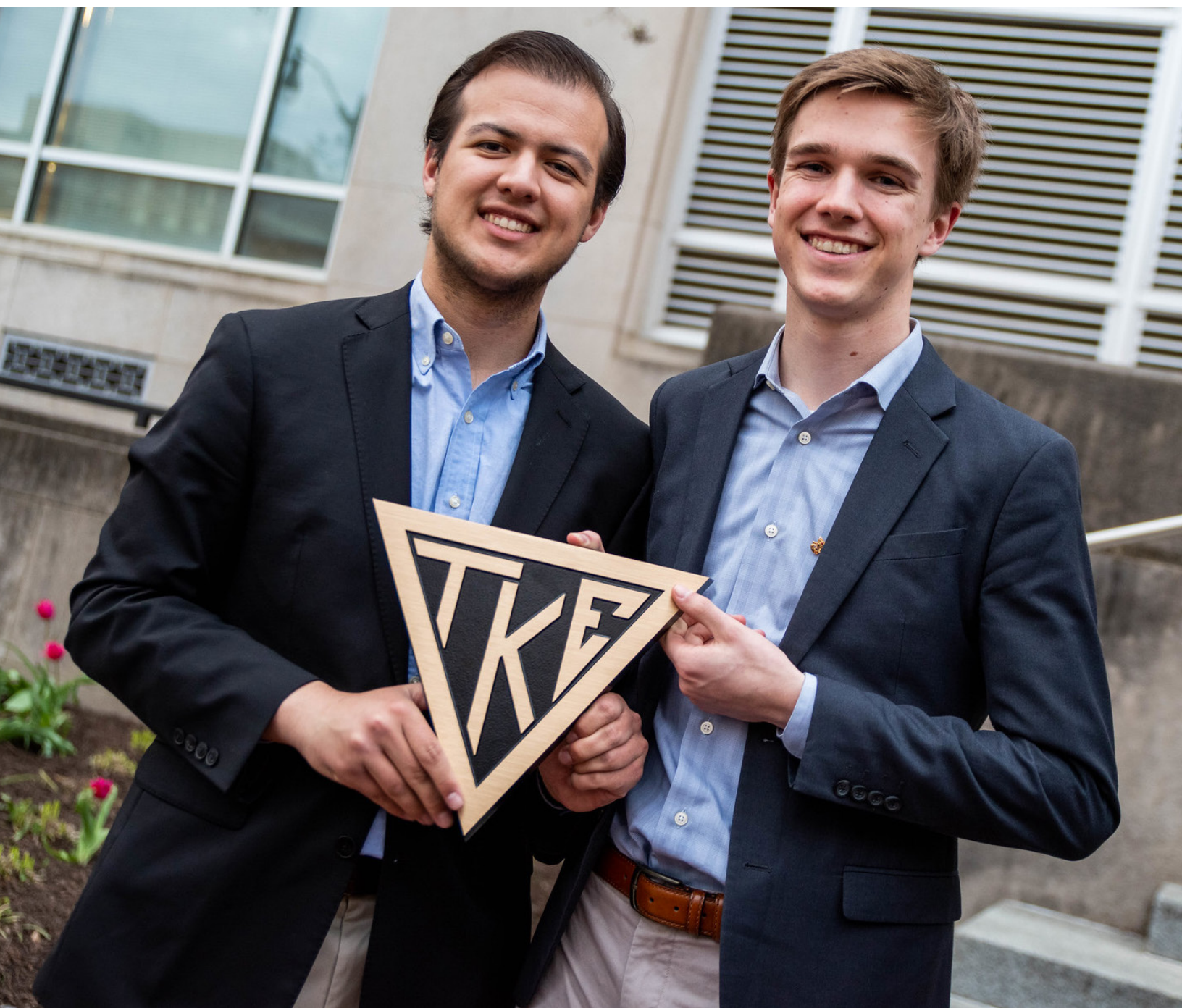


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This is a short inspirational guide with actionable steps to help alumni who are interested in seeing their collegiate chapter return to campus. Over the years, we have had many alumni approach the Headquarters team with one request; “I just want my chapter back.” The path to restarting a collegiate chapter can be challenging, and it may not happen overnight. It has been said that every journey begins with a first step. This guide is designed to help you take the first step and many more.

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Perhaps the most challenging piece of restarting any chapter is to understand why it was closed in the first place. This isn't the time to blame anyone or to be frustrated. This is the time to build a team and move forward to build something new.

Iota-Kappa

Our Iota-Kappa chapter at Clarkson University had been dormant for nearly a decade. Long time Chapter Advisor Ed Dominy happened to be in a hardware store near campus when he struck up a conversation with a student buying some supplies for class. The simple question “have you thought about joining a Fraternity” started a wonderful journey that ended with generations of Tekes, parents, and University officials celebrating the re-chartering of Iota-Kappa in the spring of 2016. The original Founders quickly joined the Board of Advisors when their Chapter Advisor called them. Today, they are preparing to build a chapter house on campus.

Share Your Interest

Building a successful chapter is a team effort. It requires the support of the University, TKE Professional Staff, Province Advisors and Local Alumni. It is important to begin by building relationships and getting others excited about rebuilding your chapter. There are dedicated staff members at the Offices of the Grand Chapter who have been through this process before that can help guide you through building a new chapter.

01 EXPANSION TEAM

Tau Kappa Epsilon has a full time Expansion team that consists of a Director of Expansion and Expansion Coordinators. Their role in the Fraternity is to work on developing new chapters. They are working to build chapters at campuses that have had chapters previously as well as on a few campuses that are interested in bringing TKE to campus for the first time. The Expansion team is actively pursuing requests for proposals from campuses. They are reaching out to campuses to determine when they will be open for expansion. They are working with interest groups that develop organically on campuses. The Expansion team may play a supporting role in your efforts to restart your chapter or they may be on campus actively recruiting. This team is invested in growing the Fraternity and wants to see you succeed. For more information, contact Expansion@TKE.org.

02 ALUMNI ENGAGEMENT TEAM

The Alumni Engagement Team exists to support alumni of the Fraternity and to provide new opportunities for alumni to be involved. This team will be here to support you as you work to bring your chapter back to campus. Restarting a chapter is not an overnight project. This team will work with you as you establish your Alumni Association, Chapter Advisor, and Board of Advisors. They will help you re-engage chapter alumni and identify supportive TKE alumni in the area. For more information, contact AlumniEngagement@TKE.org.

03 UNIVERSITY

The College or University that you are a part of may have had the experience of a chapter that was not successful on campus. It is important that they understand that we are interested in bringing something very different to campus. They may have a staff on campus that is working to improve student life that would appreciate a chapter on campus with the values and objectives of Tau Kappa Epsilon. Share your idea with the Professional Staff first just in case someone is already talking to the University. The University will be the next point of contact after the TKE Headquarters.

Get the Facts

It is important to understand why the chapter closed in the first place and what can be done to ensure that a new group does not go down the same path. Bringing a chapter to campus involves many promises to the University and community. There is an expectation that a chapter of Tau Kappa Epsilon will represent the principles and ideals of the Fraternity. We must ensure that a new group fulfills that promise.

- **Why** did the chapter close? Was there a specific incident or a pattern of behavior? Had the chapter lost its way or did it lack the right support and advisement? Were there issues with campus size, chapter size or finance? You should be able to gather some information from local alumni and the Headquarters about the closure if it was recent. If the chapter has been inactive for a longer period of time, it might take some more research.
- **When** did the chapter close? Was a mutual decision made that TKE should take a break from campus for a specific period of time? A closure may be the result of a specific incident involving a group of students that were not living up to the ideals of the Fraternity. In these cases, there is often an agreement on a date that Tau Kappa Epsilon may return to campus. If such an agreement exists, we should work to find it to help establish an expansion date.
- **How** was the closure of the chapter executed? Did the group immediately close and abide by the decision of the University? Occasionally a group of students will operate a local organization using the letters TKE without the consent of the University or Fraternity. This type of activity does reputational damage that can seriously impact a return to campus.
- **Where** did personal chapter property go following the closure? Was ritual equipment and chapter memorabilia retained and returned to the Offices of the Grand Chapter? Did the chapter corporation or a local alumnus retain this material? Has it been lost?
- **What** happened to the chapter house if there was one? Was a house sold? Was it rented to another group on campus? Are there any agreements involving housing that were a part of the closure? Does Tau Kappa Epsilon need to re-establish a group on campus by a specific date to honor an agreement? It is important to determine where assets from housing are and to ensure they are available to support a chapter return.

There have been instances of chapter property intended for a restart being donated to universities for other purposes by alumni who simply assumed the chapter would be closed forever while another group of alumni was actively working on a chapter return.

Answering these 5 questions and sharing this information is a critical step.

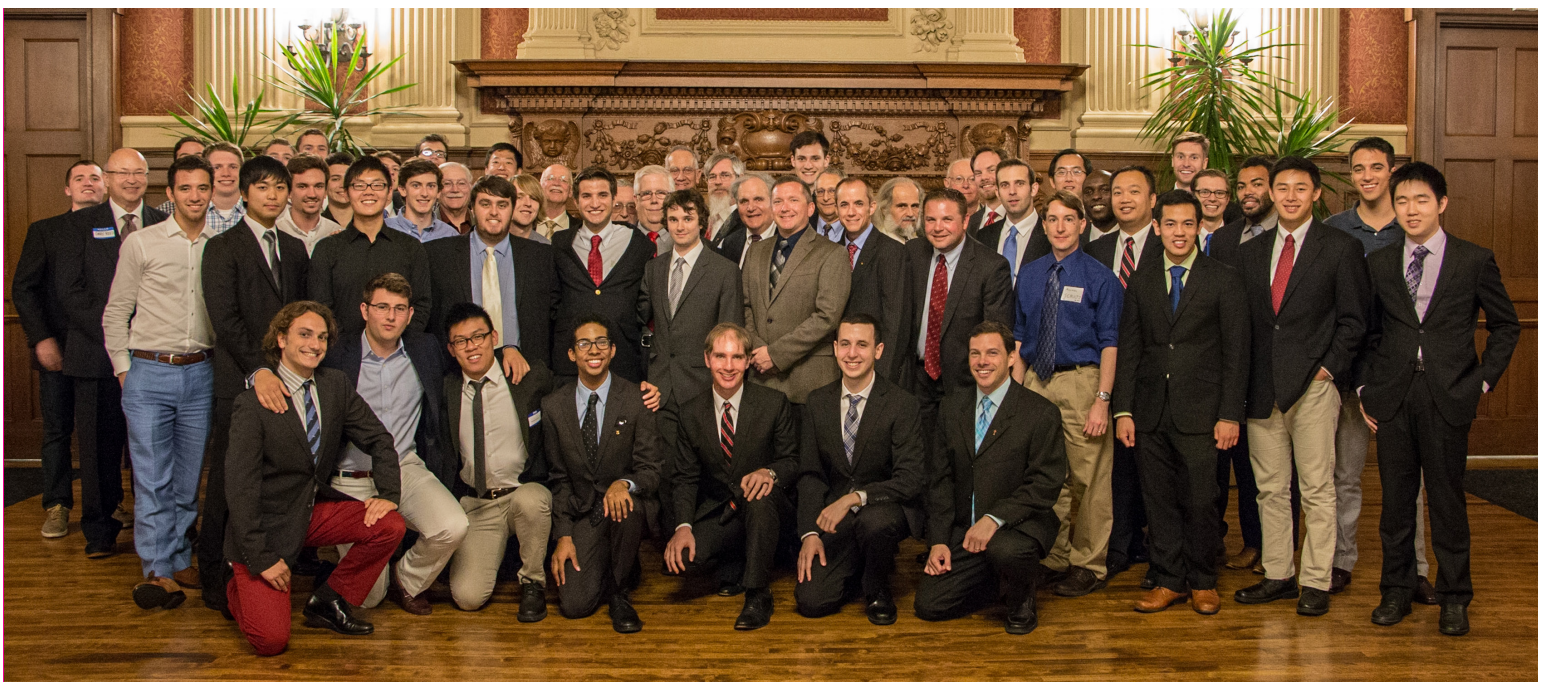
Build Your Team

It may take some time before the collegiate chapter returns to campus but this time cannot be spent sitting around waiting. The first step was about gathering information. Now it is time to start building a team. It takes a network of advisors, on and off campus to support a successful chapter. If you think about the state of things right now, how many alumni are actually involved and thinking about restarting the chapter? How many of them could you contact? How many would show up to an event if asked? Who would be there to support the group when it begins? The starting point for engaging your alumni is an Alumni Association.

01 ALUMNI ASSOCIATION

The Alumni Association will work to reconnect all alumni to the chapter. Gathering and updating contact information will enable you to keep all of the alumni informed. The Alumni Association will provide a vehicle for alumni who may be far from campus to stay informed and support the chapter. The Alumni Association will provide events and activities to bring more alumni to the restart effort.

To learn more about alumni associations, please visit TKE.org/Alumni. To charter your alumni association, please visit TKE.org/CharterAA



Build Your Team (cont.)

- **Chartered** Alumni Associations are recognized entities in the Fraternity. They have a vote at Conclave and are supported by the Offices of the Grand Chapter. Chartering your Alumni Association is the first step toward bringing the chapter back to campus.
- **Officers** should include a President, Vice President, Secretary, and Treasurer. Committees can help organize events on occasions like homecoming, chapter anniversaries, and Founders' Day providing alumni with a reason to return.
- **Newsletters** should be sent out regularly. Check TKE.org/Rush or search for many online templates available to create a simple short newsletter to keep the alumni informed. Newsletters should be sent electronically every month. They can also be mailed once a year. This will help you share information and it will help you know if contact lists are up to date. Be sure to include a calendar of upcoming events will help your alumni plan ahead so they can attend.
- **Websites** including domain and hosting are available at no cost to all chartered Alumni Associations. These websites include a newsfeed from TKE.org so there is always fresh content and something to see when alumni find the site. TKE.org/Resources/Chapter-Websites
- **Events** can be viewed at TKE.org/Events. Submit your alumni event to be included at TKE.org/Submit/Event. Events are also easily shared on social media as a professional looking article and invitation to a wider audience.

As begin to develop your alumni association members of your team will need to focus on updating contact information for your entire alumni base.

Build Your Team (cont.)

02 ALUMNI CONTACT LIST

The Offices of the Grand Chapter maintains a comprehensive database listing all initiated members of the Fraternity. This information is updated periodically from individual member updates, directory services, and other membership maintenance tools. Current contact information is critical to get alumni support for the new group.

- **Contact** the Offices of the Grand Chapter for a current listing of chapter alumni. The Alumni Engagement Team is a great resource to help you update contact information for your chapter alumni. You will receive an excel file listing all initiated members of your chapter. AlumniEngagement@TKE.org.
- **Organize** a team to work on updating contact information by breaking the large list into small groups that may have a connection to each other. Breaking the list into 4-year segments should help you to find people who have kept in contact. Facebook, LinkedIn, and your university are good sources of contact information for alumni.
- **Maintain** the spreadsheet columns including update dates and most importantly ID numbers. You will want to share all of your updates with the Offices of the Grand Chapter so that we can update the master database to make this process easier for anyone that needs to find information in the future.
- **Identify** alumni who live near campus, have close ties to the university, or have expressed strong interest in supporting the chapter's return to campus. Make a note of any alumni that may serve on the board of the university or who are donors. Look for alumni who have previously served as volunteers.
- **Share** your updates with the Alumni Engagement Team regularly. The simplest way to return updated information is in the same excel file you received with updated information highlighted. Email any specific notes about alumni that serve at the university or have expressed an interest in working with the chapter to the team so we can help you get them on board.

Knowing who is out there and who is looking to be involved with the new group is a critical step as you work to return your group to campus. Alumni support and a good team of advisors is one of the key ingredients to the long-term success of a chapter. Get started on this process right away so you can begin inviting alumni to events to volunteer, donate, and to be a part of an alumni association.

Build Your Team (cont.)

03 UNDERSTAND THE FRATERNITY TODAY

It is important to find the right alumni to play a role in advisory positions. They should be aligned with the campus and headquarters. They should understand that the Fraternity today aligns very closely with our founding values. A great deal of work has been done over the past 5 years to reinforce the values of the Fraternity in our existing chapters. This has prompted a number of universities to ask Tau Kappa Epsilon to expand on their campus. The efforts to reinforce the values of Tau Kappa Epsilon in our collegiate chapters has been paired with an effort to reengage alumni who have not been involved in the fraternity since their collegiate days. As a result we have successful alumni that see value in the Fraternity looking to get involved.

Get the Alumni from your chapter involved in these programs below. This will give them an opportunity to learn what the Fraternity is doing now. It will also give them the opportunity to build relationships with Headquarters staff and volunteers.

03 ALUMNI ASSOCIATION EVENTS

Your new Alumni Association should be planning events both on campus and in areas where alumni live. If you went to school in a place where alumni will only really return for homecoming, review contact list provided from the Offices of the Grand Chapter for the cities where many alumni are living. Have an event in their hometown. In addition to posting these events at TKE.org/Events, look for Area Association events you can attend.

04 PROVINCE FORUMS

Province Forums are Volunteer led, Professional Staff supported educational programs that are held at over 30 locations across North America each fall. These events provide a low cost educational opportunity with programming customized to the chapters in a particular geographic area. Many forums will also include alumni programming. Province Forums are one-day events that provide an easy opportunity to meet local volunteers and headquarters staff that can help support your restart effort. TKE.org/Programs/Forums

Build Your Team (cont.)

05 REGIONAL LEADERSHIP CONFERENCE

Regional Leadership Conferences are held each year at locations across North America. This two-day program provides chapter leaders and alumni with an intense program to help develop their chapters. RLC provides opportunities for your alumni to learn more about how to work with today's students. It is a 2-day overnight hotel program with many opportunities for informal conversation with volunteers and staff. TKE.org/Programs/RLC

Kappa-Sigma

The chapter was closed for over 20 years when a transfer Teke asked a staff member if he could be active in another chapter since there wasn't TKE on his campus. The conversation shifted to the chapter that had been on his campus. Talk soon turned to action, students were eager to get involved. The Kappa-Sigma chapter at City College of New York was soon rechartered.

06 CONCLAVE

Conclave is the biennial convention of the International Fraternity. Conclave consists of meetings of the Grand Chapter, where all of our chapters and alumni associations come together to help shape the future of the Fraternity. Here the Grand Council is elected and installed. Changes to The Black Book are made as members vote on proposed legislative changes to our Constitution and Bylaws. The TKE Institute during Conclave includes educational programming for both collegiate and alumni Fraters. Our Friends and Family program provides a unique opportunity for guests to see the city with a friendly group and an excellent set of pre-planned experiences. Conclave includes a service project where Fraters and friends will give back to our host city. Conclave is one of the greatest celebrations of our Fraternity with many social events planned for the week. Your chartered Alumni Association has a seat at the table during Conclave. Your voices will be heard on legislation and the selection of the Grand Council. You should be sure to register a delegate and encourage participation from your alumni in Conclave. There are many opportunities here to engage with the TKE leadership to share your ideas. Learn more at TKE.org/programs/conclave.

Build Your Team (cont.)

07 KEY LEADER TRAINING

There will be Key Leader Training opportunities for Alumni Volunteers during the year. These may be a part of other programs or operate as stand alone Volunteer Forum events. The Alumni Engagement Team can also arrange to set up a program specific to your chapter volunteer team during the restart process.

08 LIFE LOYAL TEKE

The Life Loyal Teke program is designed to help alumni take the burden of running the Fraternity off the collegiate members. With more than 11,000 collegiate members and more than 225,000 living alumni members it makes more sense to have alumni members contribute a small amount of money each year than to have collegiate members contribute a large amount of money. Life Loyal Tekes get a pin, certificate, subscription to THE TEKE Magazine and enhanced communications. Encourage all of your alumni to become Life Loyal Tekes. They will play a role in rebuilding the chapter and perhaps more importantly they will be more in touch with everything happening in the Fraternity today. In addition, Life Loyal Teke also provides a educational grant from the TKE Foundation to Tau Kappa Epsilon each year. Learn more or sign up at TKE.org/LLT.

09 BOARD OF ADVISORS

It may seem early or even odd to put together the Board of Advisors before you have a chapter on campus to advise. Starting now will allow you to recruit the right group of people with needed skillsets to serve on your board. The Board of Advisors is also the Board of the Chapter Corporation. Starting now will allow the collegiate officers on the board to simply join the board rather than struggling to start one as they work to recruit members and meet chartering requirements. This is a quick checklist of items related to forming the Board and focus items for the Board.

- **Board of Advisors** will include a minimum of a Chairman, Vice-Chairman, Treasurer, and Secretary. When the chapter starts the Board will also include the Chapter Prytanis, Chapter Crysophylos, and Chapter Advisor. These Ex-Officio members of the board are full members with voting rights. Skillsets for the Board may include accounting, law, marketing, student development, real estate and management. Some chapters will begin with a BOA that fills the basic positions above. Other boards have expanded to 8 members providing a mentor for each collegiate officer. Some have expanded further to meet the needs of their chapter.

Build Your Team (cont.)

- **Incorporation Status** needs to be current as you prepare for a restart. Each chapter is incorporated individually. Check your state's Secretary of State office to see if the chapter is incorporated and if work needs to be done to update the incorporation. You will need to have your incorporation documents to open a bank account and to charter the chapter.
- **Employer Identification Numbers** are issued by the Internal Revenue Service. Chapters are required to file taxes annually. If a chapter fails to file taxes for a period of 3 years the IRS will revoke their EIN. The chapter will need an EIN to open a bank account in the United States.
- **Chapter Bylaws** will be needed prior to chartering. Sample Bylaws can be found at [TKE.org](https://www.tke.org) to get you started on new bylaws for the chapter. The Bylaws are subordinate to The Black Book, which contains the Constitution and Bylaws of the Fraternity. Bylaws should be reviewed by the colony prior to chartering and voted on by the entire collegiate chapter.
- **Housing** is an extensive process outlined later in this guide. A chapter house or the proceeds from the sale of a chapter house will probably be the largest asset the chapter corporation is responsible for. On some campuses, housing is essential for a successful chapter. On other campuses, housing is not required. If you are restarting a chapter that had or has housing, now is the time to prepare.

Build Your Team (cont.)

10 CHAPTER ADVISOR

The Chapter Advisor is the most active and engaged member of the advisory team. As the restart begins your team should be looking for someone to fill this role. While restarting, The Chapter Advisor is expected to be available to the chapter on a daily basis and expected to attend two chapter meetings per month. The Chapter Advisor does not have to be a Teke or even a male, although this is helpful with a new group that needs to learn and understand the Ritual of the Fraternity. The Chapter Advisor must be local to the chapter. This is not a position one can easily phone in. The Chapter Advisor must be a minimum of 25 years of age. This is a good time to look at local alumni from all chapters who can potentially serve as a Chapter Advisor.

Theta-Upsilon

Our Theta-Upsilon Chapter at Sacramento State University closed in 2010. For the next 6 years, a core group of Alumni met monthly. They were the Board of Advisors and they managed a house that was leased to others. The alumni pushed for the return of their chapter. The alumni and Headquarters teams worked with the university to make an expansion proposal. In the fall of 2016, the TKE Expansion team was on campus recruiting students to be a part of the chapter. Theta-Upsilon colonized in the fall of 2016 and is working to charter.

11 CAMPUS ADVISOR

The Campus Advisor or Faculty Advisor is an on-campus advisor who helps to bridge the gap between the university and the fraternity. This should be someone who is very familiar with student affairs and other services available to student organizations. Start looking and thinking about this position early and be sure you have someone the chapter relates to. This is also an opportunity to initiate this person as an honorary member as well.

12 FRATERNITY LIFE ADVISOR

The Fraternity Life Advisor or “Greek Advisor” is the staff member on campus who is responsible for Fraternities. As your chapter prepares to return to campus this person will help the Staff and Alumni to understand the expansion process, timeline, and recognition requirements of the University. The Fraternity Life Advisor will help the new group become a part of the Fraternity/Sorority community on campus. It is important to establish and maintain a great working relationship early. The student affairs community is small with staff moving from campus to campus. It is important to address any lingering issues from the prior version of the chapter or from negative experiences elsewhere and to ensure this chapter is set up for long-term success on campus.

Housing

In cases where there was chapter housing at the time of closure, it is important to determine what happened to the house. The Constitution and Bylaws of the Fraternity in The Black Book contains specific guidelines regarding housing at the time of closure to help ensure that these assets are available to the chapter when it returns to campus. In practice, these guidelines are not always followed. There have been cases where the funds from a sale of a house were used for purposes not originally intended by one group of alumni while another group is actively working to bring the chapter back to campus. The Board needs to develop a clear plan for any housing assets and ensure that this is shared with the Alumni Association.

- **Establish Ownership:** Does the chapter corporation, university or some other entity own the house? Is the house available for a new collegiate chapter?
- **Sale of House:** Was the house sold after closure to settle a mortgage or other debts? Are funds from the sale available for use by the new chapter?
- **University Agreements:** Are there any agreements in place for housing that requires Tau Kappa Epsilon to reestablish a chapter on campus to maintain housing on campus?
- **Lease Agreements:** Are lease agreements in place with other students or another organization? While it is not necessary or recommended to have a house the first year back on campus knowing that a chapter house is available in the future can help interest on some campuses.
- **Capital Improvements:** Are improvements needed to meet current municipal code or university standards? Does the house need significant improvements to be at the level of other housing options on campus? The Board should spend time looking carefully at this issue.

The sale of a house followed by a prolonged closure without a strong chapter corporation that is meeting regularly has led to locally managed funds being used in a manner that is inconsistent with their original intent at the time of closure. There have been several instances of an alumnus simply donating housing funds to the University because he is the only one on the account and has decided that the chapter isn't likely to return. These funds once donated are nearly impossible to recover. The Board of Advisors should start to work on determining the disposition of all chapter assets and agreements as soon as they are established.

Restart Process

You may have some time to build up your Alumni Association and local volunteer team before a chapter restarts on campus. As the team comes together, including the university and Headquarters Professional Staff we will begin to work on a timeline to restart the chapter on campus.

01 EXPANSION TIMELINE

Some campuses will have a formal expansion process with future expansion projects slated for the next several years. They will typically make a request for proposals periodically to invite new groups to campus. Fraternities will submit formal proposals and present as they compete for an expansion slot. If this is the case on your campus, it is important to get on the calendar as soon as possible. Some campuses may have an exception for groups that were previously on campus to return. Other campuses will have an open expansion process where groups may propose to come to campus at any time. Understand the process and timeframe so you can set expectations for the chapter alumni.

02 EXPANSION PROPOSAL

The Headquarters Professional Staff will prepare a formal expansion proposal document to present to campus. This proposal will include the history and values of the Fraternity. It will include information on alumni support for the new group. The staff may work with you to include information on chapter history, housing and other information that is specific to your campus.

03 EXPANSION PRESENTATION

Headquarters Professional Staff and alumni volunteers will make a formal on campus presentation after the expansion proposal is accepted. This may be to gain support of the university or the other organizations on campus. The presentation should address any questions or concerns students, faculty, and staff may have about TKE.

04 EXPANSION START DATE

Following the presentation the campus will typically let us know if the proposal was accepted and work with the Professional Staff and alumni to determine a start date for a new group on campus. In the case of an interest group expansion, this may be an immediate start. In the case of a cold start expansion, this may be a year or two in the future. It is important to meet all commitments and to be prepared for this date.

Restart Process - Interest Group Expansion

An interest group based expansion is started by a group of students on campus that would like to start a chapter of Tau Kappa Epsilon. This group may have a connection to the chapter that existing previously. We have had sons, nephews, and neighbors of chapter members who are around Tekes that decide they want to rebuild the chapter when they get to school. Sometimes an interest group is formed by a group of students who simply want to build their own Fraternity.

Interest Group Support

An interest group will fill out an expansion request and start some conversations with the Headquarters Professional Staff. We will work to ensure this group of students is looking to start a chapter for the right reasons and is a good fit for the Fraternity. The interest group will be a part of the restart process outlined on the prior page. They will likely take the lead on certain parts of the presentation. They will need the same advisors and level of support as any other group. They may accelerate the process. TKE.org/Expansion#Expansion-Request

Working with the Interest Group

Like any other group of students starting a chapter the interest group will have their own motivations. It is important that they develop their own identity within the fraternity. The alumni are there to support and encourage this group by listening and helping to develop their ideas. It is important to make sure that alumni or transfer students coming to campus do not introduce any bad habits to this group. It is your job to be sure that you have the right group to provide support and guidance.

Growing an Interest Group

Once an interest group has school support and is able to recruit on campus they can very quickly grow from a few friends in a residence hall to a 20-person colony. It is important to remind the new group that the goal is chartering. A group of 20 that is focused on growing a new chapter can easily grow to a chapter of 40 within a year.

Epsilon-Delta

A student at a college without Fraternities met members of the Zeta-Mu chapter at Worcester Polytechnic Institute. He was inspired by what they stood for and decided to start a chapter when he transferred to the University of Massachusetts. A Headquarters Professional Staff member spent a semester on campus helping him to recruit and build the chapter. The group grew quickly and became one of the top ranked organizations on campus. They chartered with a chapter of 50 six months later.

Restart Process - Cold Start Expansion

Each expansion project takes on its own personality. We consider the following individuals or groups to be key in the process of expanding: campus administrators, faculty and staff members, student organization leaders and advisors, and Greek community leaders. Constant contact with the Fraternity Life Advisor is crucial to the success of the expansion effort. Undergraduates are recruited through an awareness building and a recommendation process. Our process does not rely solely on a mass marketing approach. Recommendations are solicited from meetings with the aforementioned stakeholders. Tau Kappa Epsilon seeks to recruit individuals who set scholarship as their top priority; who are involved on campus and in the community; who are competitive team players; and who treat themselves and others with respect. TKE wants men who desire to balance their classroom education with experiential learning outside of it.

On Campus

Members of the Expansion team will spend a period of time on campus actively recruiting students and helping them to grow a new fraternity. Typically these Professional Staff members will be recent graduates who can build real connections to students. They will work to develop a successful colony and ensure the group is in a good position.

Referrals

The Expansion team will look for references from the alumni and from campus for students that could potentially be a part of the chapter. Information on the expansion will be shared on the website, in THE TEKE magazine, and on social media. This will allow Tekes from other campuses the opportunity to recommend friends and relatives who are on campus to the expansion team.

Alumni Support

The time of the Expansion team on campus will be focused on building a new group. It is important to let them work with the students and to recruit. They will be looking for alumni support for initiation and for some on campus events. Let them take the lead when it comes to actively recruiting and look to them to lead that effort.

Staff Support

Other Professional Staff members may join the Expansion team on campus from time to time as the group develops. Members of the Alumni Engagement Team may be scheduled to come in to help support the advisors and Key Leader Training efforts.

Colonization

All new groups regardless of how they start need to follow the same process to obtain colony status and to charter. The colonization and chartering requirements are designed to ensure sustainability and long-term success. The first step in becoming a TKE chapter is to obtain colony status. When an interest group meets the requirements to colonize they will work with the Professional Staff to complete all of the requirements below.

Colony Requirements:

1. A resolution letter signed by a minimum of 20 members of the group, including printed name, email address and phone number. The resolution letter is a statement that the group of students would like to build a chapter.
2. A letter of support from the appropriate University official, granting support for the group to associate with Tau Kappa Epsilon with the intent of establishing a fully chartered chapter on campus.
3. A Faculty or Chapter Advisor who is willing to serve and support the group.

A representative of the Fraternity will conduct a primary inspection when the three items above are submitted. The purpose of the primary inspection is to:

- Verify the number of men in the group.
- Review the documents that have been sent to the Offices of the Grand Chapter.
- Answer questions the group still has about the Fraternity.

Following the Primary Inspection, the Grand Council votes on whether or not to grant colony status. If colony status is granted, a document recognizing the group as an official TKE colony will be sent. This document may be presented at initiation.

Once recognized as a colony, the group is encouraged to identify as such and use TKE supplies in day-to-day operations. The Fraternity's area Fraternal Services team is available to assist the colony in becoming a chapter. It is important to remember that colony status is a provisional step. The colony should be working to charter.

Sample Documents and additional information:

TKE.org/Resources/Become-a-Colony

Colony to Chapter

The primary goal of a colony is to fulfill the requirements to charter. At this point they need support from a Board of Advisors, Chapter Advisor, Alumni Association, and Campus Advisors. It is important that colonization not be seen as an endpoint. The colony should set their chartering date early then work backward to fulfill all of the chartering requirements. Be sure to leave a few weeks between submission of the petition and the chartering weekend for approvals. You can support the collegiate colony to ensure they stay on track to meet the requirements on time.

Chartering is typically a weekend long affair with an installation ritual on Friday, meeting Saturday afternoon and a banquet on Saturday night. The Alumni Association can help to facilitate invitations to this event. Alumni, University Officials, Local Volunteers, Families of Collegiate members, and anyone else who has supported the effort to restart the chapter should be invited to the banquet.

The Petition to charter will demonstrate that the colony has met all of the chartering requirements. It should include recommendations, pictures, and tell the story of the chapter. The Alumni can help the chapter to compile information.

The Blueprint Program is the member development program of the Fraternity. Every member of the colony should be using this as they work toward chartering. Supplemental materials can be found at TKE.org/Education. Every member of the colony is considered a re-founding member. All of their names will appear as re-founders on the re-charter certificate presented at Conclave.

Initiation should be held soon after colony status is granted. This can be facilitated with the help of another chapter in the area, local volunteers, and Headquarters Professional Staff. Initiation for subsequent groups may be held in the same way up to chartering. If the chapter scroll has been lost a replacement scroll can be restarted with the next chapter scroll number appearing at the top of the scroll. If the original scroll is available it should be used with the next available space signed by the first new initiate. Members joining just before chartering should be initiated as part of the installation ritual. This is also a good time to initiate honorary members.

Colony Retreat is a requirement to Charter. The colony retreat is designed to set goals for the year after chartering. You have a brand new group that is completely focused on getting the charter. Once that goal is accomplished you don't want the new chapter to fall into a sophomore year slump. The colony retreat is a time when every single member of the group should be encouraged to speak up. They should work with the Board and Chapter Advisor to raise the bar and set new goals for the year ahead. The Board should always be thinking about the next five years.

Chartering Requirements

The colony must meet the following requirements in order to petition to become a chapter. It is expected that these requirements will be met within two years after recognition as a colony. Many chapters will meet these requirements within two semesters. Some have met these requirements in as little as six months.

1. Achieve a minimum score of Satisfactory using the Chapter Assessment Tool established by the Grand Council. This chapter assessment can be completed with any Headquarters Professional Staff member or Province Volunteer.
2. Meet or exceed the minimum membership requirement below with 80% of the members planning and qualified to return as active collegiate members during the subsequent academic year:
 - a. Number of members equal to the median size of fraternities on campus, but in no case less than 35 members or
 - b. Number of members based on the full-time male enrollment on campus:
 - i. 10,000+ Full-time Males >>> At least 50 members
 - ii. 5,000 - 9,999 Full-time Males >>> At least 40 members
 - iii. 4,999 or fewer Full-time Males >>> At least 35 members
3. Meet or exceed these minimum Academic Requirements:
 - a. Each individual is required to have equal to, or above, the minimum GPA considered to be in good standing with the university/college.
 - b. The colony Grade Point Average must be equal to, or greater than, the campus All Men's Average. (If not available, a letter from the Greek Advisor explaining why is required.)
4. Have an active Chapter Advisor. It is also useful to have a Campus or Faculty Advisor.
5. Have a Functioning Board of Advisors (Board of Directors).
6. Be incorporated as a not-for-profit organization under the laws of your State/Province. The name "Tau Kappa Epsilon" or the letters "TKE" must be included as part of the name of the corporation. A copy of the corporation papers, as approved by your State/Province, must be filed with the Offices of the Grand Chapter prior to the time of petitioning.

Chartering

7. Written approval from the college or university prior to the date of installation as a chapter.
8. Demonstrate strong participation in campus activities (i.e. SGA, Student Senate, Judicial Board, Student Activities Board, Class Officer, IFC, Yearbook, Newspaper, etc.).
9. Hold a retreat prior to installation as a chapter. At the retreat, specific objectives are to be established and should be based upon the chapter's goals for the year following the actual installation. A copy of the goals needs to be included in your petition.
10. Be financially stable, which includes having a zero dollar balance with the Offices of the Grand Chapter. At the time of petitioning, the following fees must be paid-in-full:
 - a. Chartering Fee (currently \$1,750), which is billed on your colony statement in three installments (one due every 6 months).
 - b. The individual membership fees for those who will be initiated at the installation.
11. At least one collegiate member must attend a Conclave, and a minimum of three collegiate members must attend a Regional Leadership Conference.
12. Colony progress reports must be submitted to the Offices of the Grand Chapter (may be included with your petition).

Pi-Eta

Pi-Eta chapter at Texas A&M returned to campus after nearly two years of working to build a successful group on campus. The story started long before the work on campus though. Past Prytanis Tom Zais had mentioned the possibility of one day starting the chapter at A&M to his neighbor Joey Bowen when Joey was just 14 years old. Sure enough when Joey arrived on campus he remembered that conversation and got to work on building a chapter. Joey was the chartering Prytanis.

Sustainability

The most critical piece of restarting a chapter is to ensure that it is here for the long term. A failed restart can make another return to campus exceedingly difficult. The hours invested in getting a chapter reestablished must be followed by many years of support for the chapter and a focus on continuously exceeding goals.

Alumni Association

The Alumni Association should work to keep all living alumni engaged and aware of chapter news. The Association should work to plan events annually that bring back a wide range of alumni and bridge the gap between generations of Tekes. New Alumni should be welcomed into the association during a fraternity for life ceremony at the end of each semester. This may even be a part of initiation.

Board of Advisors

The board needs to meet quarterly at a minimum. They are responsible to ensure the fiscal success of the chapter by helping to prepare and submit a budget in April of each year so members can plan ahead and pay their dues in the summer. The Board should be thinking long term by helping the chapter to set multi-year goals.

Chapter Advisor

The Chapter Advisor should be in attendance at two meetings per month during the restarting process. They should provide advice and support to the chapter on their day-to-day activities. The Chapter Advisor should be in regular contact with the headquarters. He should have an awareness of all deadlines and help to ensure that the chapter stays on track. TKE.org/Resources/Year-at-a-Glance

Campus Advisor

The campus advisor should be a part of the discussion and the planning process for the chapter. Each new generation of officers should work to build a strong working relationship with the campus advisor.

Fraternity Life Advisor

This position may change over time so it is important to maintain a close working relationship with the person in this office as well as everyone in student affairs at the University. The officers should be meeting with the Fraternity Life Advisor weekly. The Advisors should build a good working relationship with campus.

Sustainability (cont.)

Chapter Retreats

A chapter retreat should be held twice a year with all members of the chapter. There should be an officer retreat with the advisors after each officer transition. A chapter retreat before each academic year should be used to finalize plans for the year. The important piece of a good retreat is the participation of all members. This is their chapter and they need to be encouraged to share ideas and goals.



Contact Information

Tau Kappa Epsilon's Professional Staff is here to help you be successful.

If you have any questions, please reach out to the Offices of the Grand Chapter.

For general inquiries:

Email: TKEOGC@TKE.org

Telephone: (317) 872-6533

Address: 7439 Woodland Drive
Indianapolis, IN 46278

Unsure of who to contact?

Website: TKE.org/Contact



TAU KAPPA EPSILON

— Better Men for a Better World —

Established January 10, 1899, Tau Kappa Epsilon is a men's social fraternity founded on the honest convictions of Love, Charity and Esteem.

For more information,
please visit TKE.org

