



TKE Judicial Response Process

Updated 10/2025

Action 1:

- Report – If not already completed, fill out an incident report form to determine severity of the issue at http://www.tke.org/files/file/incident_report.pdf

Action 2

- Clarity
 - Communicate with the appropriate people (Chief Risk Officer, Chapter Advisor, Greek Advisor) to determine knowledge of the issue
 - Send an email to follow-up with conversation copied to Prytanis, Chapter Advisor, Board of Advisors, Grand Province Advisor and Chief Risk Officer
 - High Risk – Contact the Chief Risk Officer immediately
- Severity
 - If the issue is identified as an escalated issue, send a Temporary Suspension Letter specific to the incident
 - Email within the same day with copies to the people referenced above

Action 3:

- Validation
 - Appointed individual from the Offices of the Grand Chapter will physically visit to investigate, determining validity of the allegation
 - Staff will take ownership for seeing the investigation through to completion; will recommend realistic/ appropriate pending charges; will update the institution, advisors and chapter

Action 4:

- Congruence
 - Communication to determine needed actions/ response
 - Chapter Members & Officers/ Volunteer Team/ Chief Risk Officer and those involved will be updated
 - An email sent and/ or phone call conducted to follow-up with appropriate parties

Action 5:

- Judicial
 - Preferring Charges email sent to chapter for response plea
 - Chapter can admit guilt (in writing) then administrative actions can be taken without court process OR
 - Chapter does not admit guilt and will hold General Court

Action 6

- Educational Sanctioning Outcome(s)
 - Sanctions need to be recommended by the chapter to determine their level of understanding to the severity of the issue and so they have buy-in on the corrections needed
 - Sanctions need to be recommended by Greek Advisor
 - Create a list from compiled recommendations
 - Send email and/ or hard copy to the Chief Risk Officer
 - Completion of sanctions will be overseen by the Chapter Officers, volunteer team, institution and OGC

The Chief Risk Officer, with approval of the Chief Executive Officer, has created this process to allow an appropriate course of action in all risk management incidents requiring judicial action. This process is established to provide a fair and educational response to any incidents involving emerging chapters, chapters, and/ or members of Tau Kappa Epsilon Fraternity. The Risk Management Department, through this judicial process, aids in supporting this mission to its utmost abilities. For questions regarding the Judicial Response Process of Tau Kappa Epsilon Fraternity, please contact Greg Roskopf, Chief Risk Officer at groskopf@tke.org / (317) 872-6533.