

# TAU KAPPA EPSILON INTERNATIONAL FRATERNITY

## APPLICATION FOR ALUMNI ASSOCIATION CHARTER

### General Information:

Name: \_\_\_\_\_ Alumni Association  
(Use same name as chapter, i.e., Alpha, or name for geographic area)

President: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: (Office) \_\_\_\_\_ (Home) \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

### History:

Date of Founding: \_\_\_\_\_ Number of original members \_\_\_\_\_.

Present number of active alumni members \_\_\_\_\_. Number of meetings per year  
\_\_\_\_\_. Do you charge and/or solicit funds \_\_\_\_\_. If yes, then list amount  
of suggested donation. If no, then explain procedure for raising funds:

### Petition:

At a regular meeting of the \_\_\_\_\_ Alumni Association,  
on \_\_\_\_\_, the following motion was moved by \_\_\_\_\_  
seconded by \_\_\_\_\_, and carried by a vote of \_\_\_\_\_ in favor and \_\_\_\_\_  
against.

Name Chap/Scroll No.

Name Chap/Scroll No.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_

11. \_\_\_\_\_
12. \_\_\_\_\_
13. \_\_\_\_\_
14. \_\_\_\_\_
15. \_\_\_\_\_
16. \_\_\_\_\_
17. \_\_\_\_\_
18. \_\_\_\_\_
19. \_\_\_\_\_
20. \_\_\_\_\_

A minimum of 20 signers of the petition is needed to meet the charter requirement. Space below is for the other members of your association to sign the petition for a charter. **Please include a complete report of association membership, including names and addresses at time of petitioning.**

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**Fees:**

Along with this application, an Alumni Association fee is required. Starting in 2013, TKE transitioned to a single fee structure with two options: a biennial fee of \$200.00 paid every two years, or a "One-Time | **Life-Time**" Fee of \$1,000.00. However, some restrictions apply. An Alumni Association wishing to select the One-Time | **Life-Time** Fee must meet all minimum reporting requirements during each biennium. Failure to provide those reports will cause the Association to lose its credentials as a "Life Time" charter, and will be required to pay either the standard rate or repay the **Life Time** fee in the next reporting cycle. The biennial dues are paid each biennium, between Conclave and October 1 of every odd numbered year.

Upon receiving approval from the Offices of the Grand Chapter, your Association will be granted a charter for the biennium, or portion remaining. **All charters expire the day after Conclave.** Each Alumni Association must submit a biennial report and the biennial fees to the Offices of the Grand Chapter no later than October 1 of every odd numbered year in order to apply for the renewal of your charter. The requirements for the renewal of charter are as follows:

- 1) **Submit a list of the names and addresses of all members**
- 2) Payment of biennial dues
- 3) Publish at least two newsletters sent to all alumni of the chapter
- 4) Sponsor at least one social event per year
- 5) Participate in at least one project to help either the undergraduate chapter, the association, the school/university or the Offices of the Grand Chapter

I certify that the above information is true and accurate to the best of my knowledge and that I am aware of the requirements for obtaining and renewing a charter for an Alumni Association.

Signed \_\_\_\_\_

President of the \_\_\_\_\_ Alumni Association

Date \_\_\_\_\_