

Tau Kappa Epsilon
Fraternity



Installation
Weekend Guide

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This guide has been prepared to give your colony easy-to-follow instructions to aid you in the planning of your installation as a chapter of Tau Kappa Epsilon International Fraternity. TKE chapter installations follow a standard procedure. To gain the most benefit from your important installation weekend, you are expected to follow the programs, schedules and agenda contained in this manual.

This guide is dedicated to the new chapters of Tau Kappa Epsilon Fraternity.

Your hard work and dedication made this occasion possible.

May you continue to be inspired by the pursuit of excellence.

PLANNING FOR INSTALLATION

INTRODUCTION

The installation of a colony as a chapter of Tau Kappa Epsilon Fraternity is the most significant and inspirational event of its existence. It is a confirmation and celebration of all the hard work and dedication leading to a new and vital extension of our Fraternity. In order to make the event special and memorable, a considerable amount of preparation and planning is required. The following is some general information concerning the preparation for your colony's installation.

APPOINTING A CHAIRMAN

The first step is to appoint an Installation Weekend Chairman and committee. It is important to appoint someone who is very well respected and who can get the job done. This event will take a considerable amount of time to plan and coordinate. Consequently, make sure the chairman is aware of the time commitments prior to accepting the appointment.

The Installation Weekend Committee is in charge and responsible for all preparations for this occasion—not the Chapter Advisor or the Chapter Prytanis—but the Installation Weekend Committee!

SETTING THE DATE

The installation should be on the most convenient date for members of your colony. Under most circumstances, your installation can occur any weekend, **at least 90 days** after the date your petition was forwarded to the Offices of the Grand Chapter. Sometimes, new chapters like to coordinate their installation to coincide with other events such as the colony's anniversary or Red Carnation Ball. When this is the case, the Offices of the Grand Chapter will try to select an installation chapter and a Chief Installing Officer who are available on the weekend of your choice. Obviously, the sooner you make your choice of dates known to the Offices of the Grand Chapter, the more easily they can coordinate all activities so that this date will be available.

THE SECONDARY INSPECTION - (SEE APPENDIX G)

Soon after your petition has been received at the Offices of the Grand Chapter, the Offices of the

The Secondary Inspection Officer will verify (1) that all persons named in the petition have paid their individual initiation fee to the Offices of the Grand Chapter; (2) the existence of a not-for-profit corporation; (3) that membership requirements have been met; (4) that the colony is at least one year old; (5) that the Chapter Advisor and Board of Advisors will continue in their positions following the granting of a charter; (6) that the colony has set goals to strive for after the installation; and, (7) that a suggested installation weekend has been proposed.

After his visit to your colony, the Secondary Inspection Officer recommends whether your colony's petition should be distributed to the Grand Chapter. Consequently, it is very important that your colony gives him the utmost respect and attention. Please make sure all information is available and all officers are present for this visit.

THE INSTALLATION/INITIATION CEREMONY

The installation ceremony is the ritual installation of the colony as a chapter of Tau Kappa Epsilon. At this time, the official designation of the chapter will be announced. The initiation ceremony is the ritual initiation of all undergraduate colony members and honorary members that remain to be initiated. It is a very serious ceremony and should be treated as such. Jacket and tie are required for all men attending the ritual sessions.

In setting up this ceremony, the Installation Weekend Committee needs to consider the location and structure of the initiation rooms. For this ritual ceremony, you will need two rooms (adjacent or near each other) completely removed from any public activity. One room (to be used for the ritual session) should be at least 40' x 60'; the adjoining room (to be used as a meeting room) can be about half that size. In the larger room, there should be two chairs per colony member, plus approximately 15 more (see Appendix A). In the smaller room, there should be at least one chair per colony member. Both of these rooms must allow complete privacy, i.e., curtains for all windows and doors that lock. Both rooms must also have a flat floor and should be approximately square and free of beams, center supports or other objects that might block the view. Finally, please make sure the rooms have adequate air conditioning or heating and that it is turned on well in advance of the scheduled ceremony. If not, this could make for a very uncomfortable afternoon for everyone.

Also for this ceremony, your colony will need to construct an altar and gavel stand (see Appendix B). This altar and gavel stand will become a permanent part of your chapter's ritual equipment; therefore, you are advised to spend some extra time and effort to assure these two pieces are attractive and solidly constructed. You will also need a low table for the chapter scroll to be signed on by the candidates.

Finally, the chapter will need to prepare a stole for each member to be initiated at the ceremony (see Appendix C). After being used in this initiation ceremony, these stoles also become a permanent part of your chapter's ritual equipment and will be used in every future initiation ceremony of your chapter. Therefore, why not spend some extra time and make these nice?

Other supplies that will be needed for this ceremony include one red carnation boutonniere and straight pin for each colony member and honorary member, and three 12-inch red candles. Boutonnieres will be used in the initiation ceremony, and therefore should not be passed out prior to the ceremony.

If your colony is re-establishing a Teke chapter on your campus, all alumni of the original chapter should be informed of the plans for your installation and that they are urged to join you in this installation and initiation weekend.

If your colony was a local fraternity, all alumni of your local chapter are eligible to be initiated into Tau Kappa Epsilon at the time of your installation as charter members of the chapter, or at any time thereafter as honorary members. It is therefore important that all of your alumni be informed of the plans for your installation and that they are urged to join you in this installation and initiation weekend. In the event that alumni cannot return for initiation, arrangements can be made through the Offices of the Grand Chapter for any such men to be initiated by some other chapter convenient to them and, thus, allow them to become members of Tau Kappa Epsilon.

Remember: Alumni need to have at least a 30-day notice of any event/activity you want them to attend.

Your fathers, local businessmen, and faculty members, as well as local alumni, should be encouraged to affiliate as honorary members of your chapter, if they are not already members of a national/international social fraternity.

At the end of this ceremony, after all new members have been initiated; there will be a special ceremony to install the officers. Therefore, the colony should make sure that a member has been elected to fill each officer position. The officers are: Prytanis (President), Epiprytanis (Vice President), Grammateus (Secretary), Crysophylos (Treasurer), Hypophetes (Chaplain), Histor (Historian), Pylortes (Sergeant-at-Arms), and Hegemon (Member Educator). Also, the Prytanis should prepare a brief inaugural address. The address should describe the hopes and plans for the chapter, as well as reflect on what has occurred in the past to bring the colony to where it is now.

At this time, all alumni and graduating seniors will be initiated into the Fraternity for Life. The induction into the Order of the Founders and the Knights of Classic Lore may be done at part of the formal ceremonies, but serious consideration should be given to the amount of time required.

At the close of the ritual ceremony, the chapter will be expected to sing the Closing Ode. Be sure you rehearse this and any other song you might sing that day. There is a recording of the "Closing Ode" which can be obtained from the Offices of the Grand Chapter. Be sure you have a cassette or CD player available at the ceremony.

THE BANQUET

The Installation Banquet is the official celebration of your being the newest chapter in TKE. The banquet is usually held at a large restaurant or hotel convention room facility to allow sufficient space for seating of all members and guests. It is strongly recommended that members invite girlfriends or dates to this splendid event. To commemorate this important occasion, all members of the new chapter should be dressed in “black tie” attire. Invitation should also indicate dress as “black tie.”

Your Installation Weekend Chairman should select a suitable menu for the banquet. Something that is appropriate but not too expensive would be nice, as the cost of the dinner must be handled by the colony. This is a major budgetary consideration. If necessary, assess each colony member for the cost of the dinner. Under no circumstances should the Chief Installing Officer, the Installation Team, the OGC Professional staff, or university officials be expected to pay for the dinner. They are your guests.

Invitations for the Installation Banquet should be sent out well in advance in order to give everyone sufficient time to plan for the occasion. Invitations should include an RSVP and should also advise guests of the dress for this occasion and any other program activities which might be planned, such as a dance. Invitations for the banquet should be sent to the TKE CEO, province officials, selected university officials, IFC officials, Panhellenic officials, parents, alumni, etc. Of course, it is up to the colony whom to invite to the banquet; however, we strongly suggest university officials and selected undergraduate fraternity and sorority officials be invited.

If you were a local fraternity or if your colony is on a campus where we previously operated a TKE chapter, it is strongly recommended that you invite these alumni to your installation weekend. (A good rule to follow is sending your invitations out at least one month in advance.) These alumni can provide a considerable amount of advice and support to your organization, and this is the perfect opportunity to rekindle their involvement with TKE.

Next, you must plan your banquet program (see Appendix D). This program will tell everyone who does what and when. Consequently, you must determine who will speak at your banquet. Of course, the chapter Prytanis, the Chief Installing Officer, and possibly the Chapter Advisor or Board of Advisors Chairman will speak, but you should also invite a special guest from the university to speak, such as, the Greek Affairs Advisor, the University President, or the Vice President of Student Affairs. Remember, these university officials are very busy and will need sufficient notice to clear their calendar. (Note: a small “token of appreciation” should be given to your speakers. Many new chapters give plaques or other special mementos of appreciation.)

Once you have decided who will speak, you will need to determine the seating arrangement for your head table. It is suggested that you use name cards for everyone to avoid potential confusion. Also, if the head table guests walk in together, they should line up according to their seating arrangement. As to seating arrangements, here are a few helpful hints: 1) the Chief Installing Officer sits to the immediate right of the lectern as you are facing the audience, 2) the highest ranking university official sits to his right, 3)

the Master of Ceremonies sits to the immediate left of the lectern, 4) the chapter Prytanis sits to his left, 5) other placements are made keeping in mind that the importance of the office dictates the proximity to the center of the head table, and 6) all things being equal, arrange guests so that those having something in common are seated together.

The banquet must start on time, and once started, flow quickly and smoothly. Some ideas to help keep things moving and avoid slip-ups are: 1) eliminate the individual applause for each guest speaker as a time saver, 2) avoid making reference to inside jokes, 3) avoid any crude language or jokes (this is not in keeping with the appropriate tone of the evening), 4) when introducing the head table, start at the extreme left and come to the center, then go to the extreme right and back to the center again.

Miscellaneous items that you should have on hand for this event include: 1) two flagpoles and standards with the flag of your nation and the TKE flag, 2) a lectern for the speakers, 3) a DJ for music and dance afterwards, 4) a microphone and PA system, 5) table decorations (normally red carnations), and 6) a drop cloth draped in front of head table.

It would be a very good idea to record this moment for history. The chapter Histor should take special care to record the events of the day as a part of the permanent history of your chapter. An experienced photographer should take pictures of the activities at your installation banquet. If necessary, hire a professional photographer. Also, many chapters videotape the banquet. Videotapes may be sold to chapter members and alumni or edited with other video to make a rush video for your chapter. (Note: no photographs may be taken during the initiation ceremonies.)

In order for a summary of your installation and photographs to appear in THE TEKE magazine, the Histor should write up a story of the events surrounding your installation and include photographs with caption information and copies of programs and other items of interest and send them to the editor of The TEKE at the Offices of the Grand Chapter. After the editor has completed his use of the material, he will place these items in your permanent historical file at the Offices of the Grand Chapter.

INSTALLATION SCHEDULE

This schedule is to be followed unless changes are made by the Chief Installing Officer or the OGC Professional Staff . The purpose of this outline is to insure that everything will run smoothly. It is important that everyone is aware of the order of events and the time they begin. The Chief Installing Officer and the OGC Professional Staff will be in contact with you as to their arrivals to be of assistance in preparing the schedule.

OGC Professional Staff

Name: _____
Arrival Date and Time: _____
Hotel Reservations: _____
Phone Number: _____

Arrival of Chief Installing Officer (CIO)

Chief Installing Officer: _____
Time of Arrival: _____
VIA: _____
Transportation: _____
Hotel Reservations: _____
Phone Number: _____
Small Gift in room (i.e. a bottle of wine): _____

Friday - Day before Installation

The OGC Professional Staff will meet with the Prytanis to discuss the responsibilities of each office.

Time of Meeting: _____
Location: _____

The OGC Professional Staff will meet with each of the officers to discuss the responsibilities of their office. Officers should take notes and have goals of their office typed so they can be given to the OGC Professional Staff.

Location of Meetings:

Epiprytanis	- Time: _____
Grammateus	- Time: _____
Crysophylos	- Time: _____
Histor	- Time: _____

Hypophetes - Time: _____
Pylortes - Time: _____
Hegemon - Time: _____
Rush Chairman - Time: _____
House Manager - Time: _____

Friday Evening

Social Time at the house or an establishment. (Must conform to Risk Management Policies, see Appendix F)

Saturday Morning - Breakfast - 9:00 A.M.

Board of Advisors breakfast with the OGC Professional Staff to discuss and instruct the Board regarding their responsibilities. (Dress is Coat and Tie)

Time of Meeting: _____
Location: _____
Board Contacted: _____

Saturday Morning - Ritual Set up - 10:30 A.M.

The OGC Professional Staff and 5 Initiated Colony Members must help to set the chairs and ritual equipment.

Location: _____
Colony Members: _____

****NOTE* Ritual Room should be properly setup prior to Ritual Practice***

Saturday Morning - Ritual Practice - 11:00 A.M.

The OGC Professional Staff, Chief Installing Officer, Installation Team, and **all** Chapter Officers must be present. (Dress is Coat and Tie)

Location: _____

Saturday - Song/Secret Works - 12:00 P.M.

All undergraduate members (candidates and honorary) being initiated are required to be in attendance. (Dress is Coat and Tie)

UNDERGRADUATE MEMBERS AND ALUMNI

Song Practice Location: _____
Song Leader: _____
CD or Cassette Player: _____
Sweetheart Song: _____
Closing Ode: _____
Others: _____

CANDIDATES and HONORARY MEMBERS BEING INITIATED

Secret Works Location: _____
Prytanis: _____
Grammateus: _____
Hypophetes: _____
Hegemon: _____

Saturday Afternoon - Installation Ritual - 1:00 P.M.

Ritual Location: _____

Ritual Team

Prytanis: _____
Epiprytanis: _____
Grammateus: _____
Crysophylos: _____
Histor: _____
Hypophetes: _____
Pylortes: _____
Hegemon: _____

CD or Cassette Player for the “*Closing Ode*”: _____
Carnations and Badges placed upon the stoles: _____
Initiation of new members - presentation of badges: _____
Installation of the Chapter: _____
Installation of Officers: _____
Installation of Chapter Advisor: _____
Installation of Board of Advisors: _____
Order of the Founders: _____
Knights of Classic Lore: _____
Fraternity for Life: _____

Saturday Evening

Mandatory member attendance for the banquet.

Dress is **“BLACK TIE”**

Banquet Location: _____

Banquet Time: _____

Program: _____

Invitations: _____

Banquet Entertainment (Band/DJ): _____

A/V Equipment: _____

Presenters

Invocation: _____

Welcome: _____

Introduction of Head Tables: _____

Dinner Menu: _____

Welcome from the University Official: _____

Response from the International Fraternity (CIO): _____

Presentation to the University: _____

Presentation of Horseshoe: _____

Remarks by the Chapter Prytanis: _____

Chapter Awards (Optional): _____

Presentation of Charter Certificate (CIO): _____

Presentation to the Installation Team: _____

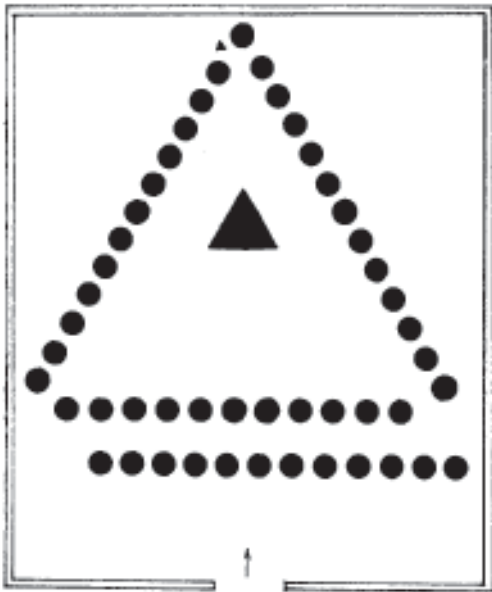
A TKE song (sung by all): _____ Song Leader: _____

Other: _____

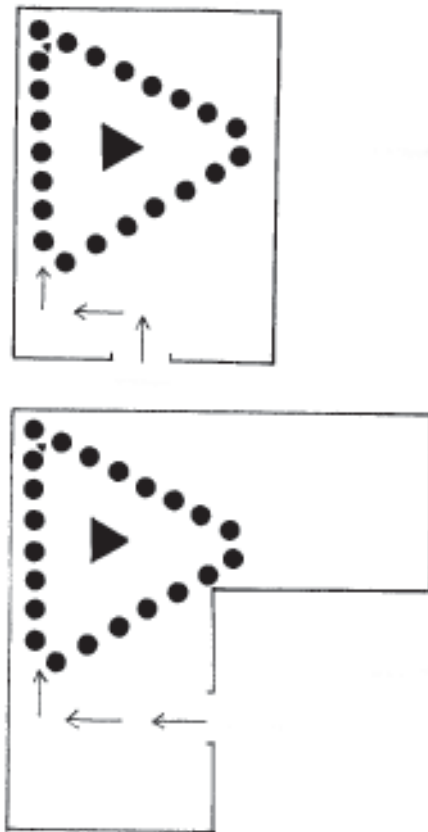
Closing Remarks: _____

INITIATION CEREMONY SET-UP

DIAGRAM FOR FORMAL MEETING ARRANGEMENT



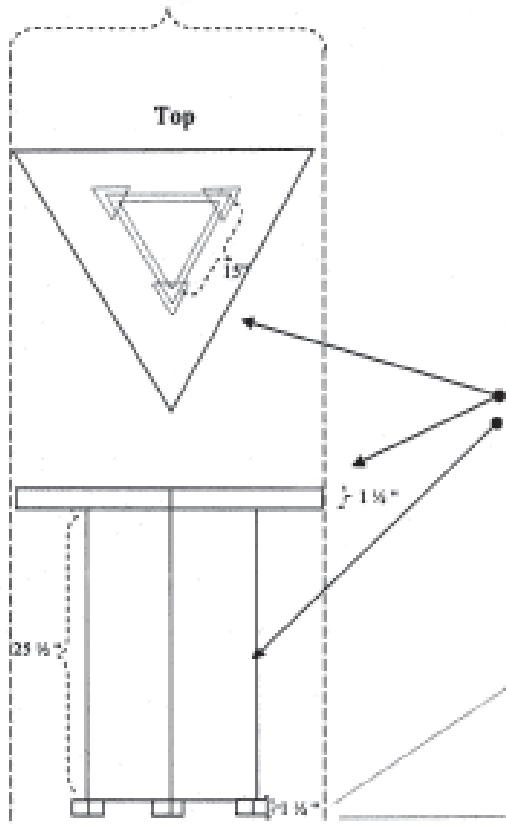
ALTERNATE TRIANGLE ARRANGEMENTS



A maximum sized triangle should be used for the initiation of candidates so that the new men may be included in the triangle. In small rooms fraters may slip from their seats to chairs outside the triangle vacated by candidates, to allow new fraters seats in the triangle.

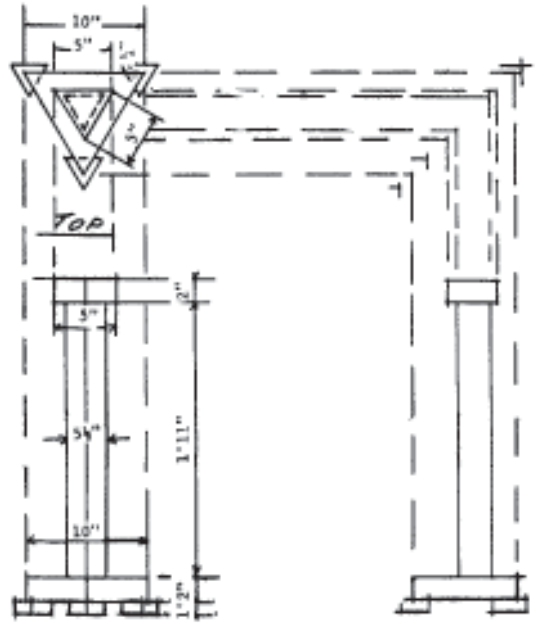
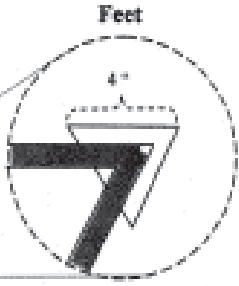
Officer stations and positions of paraphernalia are the same here as in the formal chapter meeting, with the exception of the small writing table in front of the Grammateus which is removed during formal initiation.

ALTAR AND GAVEL STAND PLANS



CEREMONIAL ALTAR

- Top - Equilateral Triangle 29" x 1 1/2"
- Base - Equilateral Triangle 15" x 25 1/2" x 3/4"
- Feet - Equilateral Triangle 4" x 1 1/2"

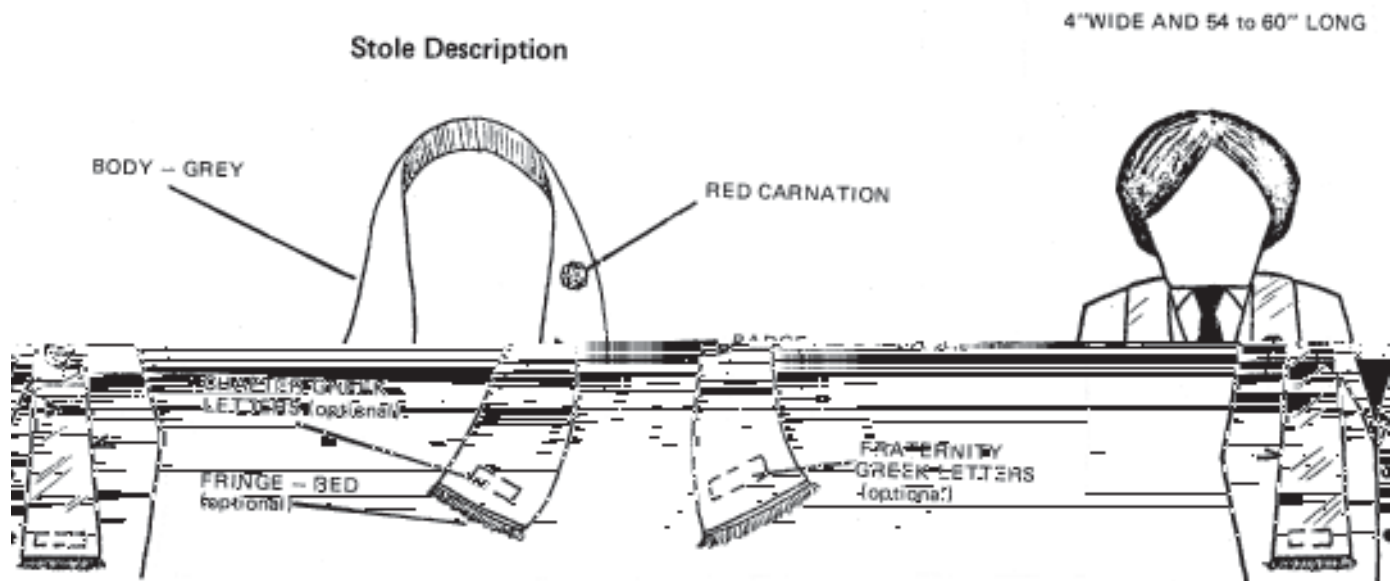


GAVEL STAND

- Top - Equilateral Triangle 5" x 2"
- Pedestal - Equilateral Triangle 3 1/2" x 23"
- Base - Equilateral Triangle 10" x 2"
- Feet - Equilateral Triangles 3" x 4"

APPENDIX C

PREPARING THE STOLES



Prior to the initiation of new members, stoles should be prepared for each new initiate. Stoles should be 4" wide and 54" to 60" long. Grey material is recommended with any fringe or detail work in red. Detail work on the stoles might include embroidering the letters of the fraternity and/or the chapter designation near the bottom of the left or right side, or both. After the initiation occurs, the stole becomes a part of the ritual equipment and will be used in *all future initiations*.

APPENDIX D

SAMPLE BANQUET PROGRAM

Invocation Hypophetes

Welcome Toastmaster

Introduction of Head Table Guests Toastmaster

DINNER

Welcome from the University Official

Response from the International Fraternity Chief Installing Officer

Presentation of Horseshoe OGC Professional Staff

Remarks by the Chapter Prytanis Prytanis

Presentation to the University (optional) Prytanis

Chapter Awards (optional)

Presentation of Charter Certificate Chief Installing Officer

A TKE song (sung by all) All Tekes

Closing Remarks Toastmaster

Appendix E

INSTALLATION CHECKLIST

PRIOR TO INSTALLATION WEEKEND

- _____ Petition for Chartering (At least 90 days before Installation Weekend)
- _____ Internal Petition review by OGC
- _____ Secondary Inspection
- _____ Altar and gavel stand built
- _____ Scroll table
- _____ OGC Professional Staff
- _____ Grand Council vote
- _____ Grand Chapter vote (new colonies only)
- _____ Pass vote
- _____ Chief Installing Officer
- _____ Logistics for Installing Officer
- _____ Copy of Silver Installation Book sent to Installing Officer
- _____ Ritual supplies ordered by OGC
- _____ Invitations to alumni
- _____ Invitations to University officials
- _____ Invitations to Panhellenic, IFC, etc...
- _____ Banquet program planned
- _____ Request Order of the Founders, Knights of Classic Lore and Fraternity for Life materials
- _____ Ritual equipment and installation supplies *(See Note)*
 - A. 1 Certificate in lieu of charter
 - B. 2 Copies of the petition

- C. 1 Resolution
- D. 1 Gavel, engraved
- E. 1 Legend of the TKE Horseshoe
- F. 1 CIO Appointment letter
- G. 1 “*Sweetheart Song*” and “*Closing Ode*” CD
- H. Badges/Certificates
- I. 1 Spirit of Fraternity Address
- J. 1 School resolution
- K. 1 Set of Veiled and Unveiled coat of arms
- L. 8 Silver Books
- M. 2 Preparing for Installation Weekend Guides
- N. 1 Bible
- O. 3 Red candles
- P. 1 Scroll
- Q. 1 Scroll Holder
- R. 10 Ritual Installation Books (MUST RETURN TO THE OGC)
- S. 1 CIO Installing Robe – Grey w/red stole (MUST RETURN TO THE OGC)
- T. Set of 8 Chapter Officer Jewels (Prytanis, Epiprytanis, Grammateus, Crysophylos, Histor, Hypophetes, Pylortes, and Hegemon)
- U. 8 Robes and Stoles
- V. 1 Horseshoe
- W. 3 Candlestick Holders
- X. 1 Skull
- Y. 1 Trunk
- Z. 1 Altar Cloth
- AA. 1 Dagger
- BB. 1 TKE Flag, stitched

(Note: These items will be shipped two to three days before the chartering to an address that is provided by the colony)

_____ Arrangements for photographs

_____ Room reserved for ritual

_____ Room reserved for secret works

_____ Hotel reservations for installing officer

_____ Hotel reservations for International Representative

_____ Installing officer has a tuxedo for the banquet

_____ Copy of Preparing for Installation Weekend sent to colony

FRIDAY AFTERNOON

- _____ Arrival of the OGC Professional Staff
- _____ Officer Orientation
- _____ Transportation for Installation Officer
- _____ Gift for installing officer in room

FRIDAY NIGHT

- _____ Social

SATURDAY MORNING

- _____ Breakfast with BOA
- _____ Set for ritual
- _____ Ritual Practice (2 hours before ritual)
- _____ Secret Works (1 hour prior to ritual)
- _____ Song practice (1 hour prior to ritual/concurrent with secret works)
- _____ Tape/CD player for the “*Sweetheart Song*” and the “*Closing Ode*”

SATURDAY AFTERNOON

- _____ Three red dripless candles, each 12 inches long (3 extra)
- _____ White dripless candles for each KCL candidate (if performed)
- _____ Two flag poles and bases
- _____ One flag of your nation and one TKE flag
- _____ Red carnation boutonnieres and straight pin for each member
- _____ Membership applications completed and fees submitted
- _____ Three typed lists of Full names of each member to be initiated, with the scroll number assigned and in scroll order. (Give phonetic spelling for hard to pronounce names)

- _____ Ritual is coat and tie
- _____ Ritual should be mandatory for member attendance
- _____ Ritual (Approx. 1 or 2 p.m.)
- _____ Ritual equipment
- _____ 2 rooms for ritual
- _____ Stoles for new initiates
- _____ Red carnations for the stoles
- _____ Badges for the initiates
- _____ Initiate fees and forms complete
- _____ Tape/CD player for the “*Closing Ode*” (depending on format)

SATURDAY NIGHT

- _____ Reception at the house or lounge (OPTIONAL)
- _____ Banquet

BLACK TIE BANQUET

- _____ Gifts for Installation Team
- _____ Resolution from Grand Council
- _____ Gift to the University
- _____ Horseshoe presentation
- _____ Gavel presentation
- _____ Sweetheart song to dates
- _____ Social after banquet
- _____ Photographer for banquet
- _____ Banquet should be mandatory for member attendance

APPENDIX F

Risk Management Guidelines

The Risk Management Guidelines of Tau Kappa Epsilon shall apply to all Fraternity entities and all levels of Fraternity membership.

Alcohol and Drugs

The possession, sale, use or consumption of alcoholic beverages, while on chapter premises, during a Fraternity event, in any situation sponsored or endorsed by the chapter, or in any event an observer would associate with the Fraternity, must be in compliance with any and all applicable laws of the state, province, county, city and institution of higher education, and must comply with either the B.Y.O.B. or Third Party Vendor Guidelines.

1. No alcoholic beverage may be purchased through chapter funds nor may the purchase of same for members or guests be undertaken or coordinated by any member in the name of, or on behalf of, the chapter. The purchase or use of a bulk quantity or common sources of such alcoholic beverages (i.e. kegs, cases, etc.), is prohibited.
2. Open Parties, meaning those with unrestricted access by non-members of the Fraternity, without specific invitation, where alcohol is present, shall be prohibited.
3. No members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to any minor (i.e., those under legal “drinking age”).
4. The possession, sale or use of any illegal drugs or controlled substances while on chapter premises or during a Fraternity event or at any event that an observer would associate with the Fraternity is strictly forbidden.
5. No chapter may co-sponsor an event with an alcohol distributor, charitable organization or tavern (tavern defined as an establishment generating more than half of annual gross sales from alcohol) where alcohol is given away, sold or otherwise provided to those present. This includes any event held in, at or on the property of a tavern as defined above for purposes of fundraising. However, a chapter may rent or use a room or area in a tavern as defined above for a closed event held within the provisions of these guidelines, including the use of a third party vendor and guest list.
6. No chapter may co-sponsor or co-finance a function where alcohol is purchased by any of the host chapters, groups or organizations.
7. All recruitment or rush activities associated with any chapter will be nonalcoholic. No recruitment or rush activities associated with any chapter may be held at or in conjunction with a tavern, alcohol distributor or charitable organization as defined in these guidelines.
8. No member, new member, or candidate shall permit, tolerate, encourage, or participate in “drinking games”. No alcohol shall be present at any candidate (pledge/associate member/novice) program, activity, or ritual of the chapter. This includes but is not limited to activities associated with “bid night”, “big brother/big sister night” and initiation.

Hazing

No chapter, colony, student or alumnus shall conduct or condone hazing activities. Hazing activities are defined as: “Any action taken or situation created, intentionally, whether on or off fraternity premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule.” Such activities may include but are not limited to the following: use of alcohol; paddling in any form; creation of excessive fatigue; physical and psychological shocks; quests, treasure hunts, scavenger hunts, road trips or any other such activities carried on outside or inside of the confines of the chapter house; wearing of public apparel which is conspicuous and not normally in good taste; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities, and any other activities which are not consistent with academic achievement, fraternal law, ritual or policy or the regulations and policies of the educational institution, or applicable state law.

Sexual Abuse and Harassment

The Fraternity will not tolerate or condone any form of sexist or sexually abusive behavior on the part of its members, whether physical, mental or emotional. This is to include any actions which are demeaning to women or men, ranging from but not limited to verbal harassment to sexual assault by individuals or members acting together.

Fire, Health and Safety

1. All chapter houses should meet all local fire and health codes and standards.
2. All chapters should have posted by common phones emergency numbers for fire, police and ambulance and should have posted evacuation routes on the back of the door of each sleeping room.
3. All chapters should comply with engineering recommendations as reported by the insurance company.
4. The possession and/or use of firearms or explosive devices of any kind within the confines and premises of the chapter house is expressly forbidden.

Education

Each member or candidate shall be instructed annually on the Risk Management Guidelines of Tau Kappa Epsilon Fraternity. Additionally, all members or candidates should annually receive a copy of these Risk Management Guidelines.

Updated August 27, 2007

APPENDIX G

The Secondary Inspection

TO: Secondary Inspection Officer

FM: Kevin M. Mayeux, CAE, Chief Executive Officer

RE: Secondary Inspection of Colonies-Affiliates

DT:

The Grand Prytanis has appointed you as a Secondary Inspection Officer. As a Secondary Inspection Officer, you have the responsibility of making a determination if the petition of the colony/affiliate should be distributed to the Grand Chapter and/or Grand Council. Your secondary inspection will attest to the accuracy of the contents in the petition and verify that all requirements for chartering have been met by the colony/affiliate.

The attached report format has been prepared for your use in providing us with the results of your inspection. Please conduct the secondary inspection within the next ten days as this is the last step prior to balloting the Grand Council and the Grand Chapter.

During the visit with the colony/affiliate the Secondary Inspection Officer must meet with:

1. The proper university official (usually the Dean) and verify that all school requirements have been met and the group is eligible for chartering.
2. The proper university official (usually the Dean) and verify the number of undergraduates eligible for initiation, and the number of these that will be returning as students the following year.
3. The Chapter Advisor and Board of Advisors Chairman to make sure that they have been properly trained, know their responsibilities, and are aware of the monies involved for installation and successful operation of the chapter.
4. The colony/affiliate officers and entire membership to make sure they have plans underway for installation and that they are aware of the general procedure for the installation weekend.
5. If applicable, the owner of the house to confirm legal status.
6. If applicable, the president of the alumni association concerning the initiation of new members.
7. Review the Weekend Installation Guide with the Prytanis.

The Secondary Inspection Officer will also verify (1) that all persons named in the petition have paid their individual initiation fee to the Offices of the Grand Chapter; (2) the existence of a not-for-profit corporation; (3) that membership is at least equal to median size of the other fraternities on campus or to the requirement with regard to campus size; (4) that academic requirements with regard to chapter GPA and All-Men's GPA have been met; (5) that the Chapter Advisor and Board of Advisors will continue in this position following the granting of a charter; (6) that the colony/affiliate has a set of goals to strive for after the installation; (7) that a suggested installation weekend has been proposed.

A Secondary Inspection will probably require a two-day visit with the colony/affiliate. It is your responsibility to contact the colony/affiliate and arrange your visit.

After your visit has been completed, please send your report to the Offices of the Grand Chapter immediately.

TO: The Grand Chapter Date _____

FM: _____ (name) _____ (title)

RE: Secondary Inspection Report of _____ (Colony or Affiliate)

Dear Fraters:

On this date I visited _____ (Colony or Affiliate) as requested by the Grand Prytanis and have examined in detail their petition for a Charter to the Grand Chapter. I find it to be accurate and true and that all requirements for chartering have been met. In addition, I personally met with the following individuals and have verified that:

1. _____ (name and title) (Dean of Men or proper official) understands that if approved, _____ (Colony or Affiliate) may be installed as a Chapter of TKE after approval by the Grand Chapter.
2. _____ (name and title) (Dean of Men or proper official) advises there are _____ undergraduates eligible for initiation, _____ or more who will be returning next year.
3. _____ (name), Chapter Advisor, and _____ (name), Board of Advisor Chairman, are completely aware of their responsibilities and authority and are prepared to continue in their roles.
4. _____ (Colony or Affiliate), _____ (name), Chapter Advisor, and _____ (name), Board of Advisors Chairman, are completely aware of the monies involved for the installation and necessary for successful operation for the next year.
5. (if applicable) _____ (owner of house) has full knowledge of our plans and all necessary legal details have been settled.
6. (if applicable) _____ (President of Alumni Association) affirms that at least _____ alumni will be initiated as associate charter members.

Then a paragraph with your personal opinions on the group, university, etc.

Then a paragraph on your recommendations, etc.

Yours in the Bond,

_____ (name)
Secondary Inspection Officer