

THETA ALPHA KAPPA
National Honor Society for Religious Studies and Theology

New Chapter Application Procedures

Please note that applications must be submitted by faculty members; moreover, administrative approval from a department chair, dean, or provost is required. Applications to charter a chapter of Theta Alpha Kappa **cannot** be submitted by students.

An application to charter a chapter of Theta Alpha Kappa consists of:

1. A cover letter on institutional stationery, indicating a desire to charter a chapter.
2. A completed New Chapter Application form. Note in particular the agreement to abide by the national constitution (see “More About Theta Alpha Kappa” on the website). Local by-laws can be substituted but must be submitted for review and acceptance by Theta Alpha Kappa’s Board of Directors in advance of charter approval.
3. Relevant information about your academic program in religion/theology; this may take the form of a catalog copy, brochures, or similar materials (or URL for electronic version).

The completed application packet should be sent to the Vice-President, who will bring it to the Board of Directors for review and who will notify you of the Board’s recommendations or requirements.

Vice President:	Professor R. Blake Michael Department of Religion Phillips Hall 117D Ohio Wesleyan University Delaware, OH 43015	(740) 368-3828 rbmichae@owu.edu
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Once approved by the Board of Directors, you will be invoiced by the Treasurer for the charter fee (currently \$150). Upon receipt of the charter fee, the Secretary will assign your chapter its Greek letter designation, chapter number, and will arrange for the printing of a charter certificate. Please note that the website contains relevant information about your rights and obligations as a chapter, and helpful hints as to successful operation. For example, you will find a model induction ceremony in the Chapter Handbook which may be of help to you. Please consult the Chapter Handbook, the Policy and Procedures Statement, the Constitution, and other materials of potential use to you. Also please remember that all members of the Board of Directors (see the National Board section of the website) stand ready to assist you.