

THETA ALPHA KAPPA
The 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 letterhead, 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 (which can be found on our website under “Starting a Chapter”). 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. A faculty member must be named as the chapter representative and must sign the application, along with an institutional administrator (who is not also the chapter representative). Please include the address of your library so that we may include it on our mailing list for *The Journal of Theta Alpha Kappa*.
3. Relevant information about your academic program in religious studies and theology, including course requirements for your program(s) and a complete list of departmental course descriptions from your academic catalog (no promotional brochures please). This should be sent as one PDF (which includes the application form mentioned above). 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.

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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 Board will assign your chapter its Greek letter designation and 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 practical advice for chapter representatives, 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.