

**THETA ALPHA KAPPA**

The National Honor Society  
For  
Religious Studies and Theology

**CHAPTER HANDBOOK**

(2010)

Founded in 1976

At

Manhattan College

Riverside (the Bronx), New York

Member, Association of College Honor Societies  
Related Scholarly Organization, American Academy of Religion

# Theta Alpha Kappa Chapter Handbook

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## Theta Alpha Kappa History, Structure, Purposes

Theta Alpha Kappa was founded in 1976 through the good offices of the Religious Studies faculty of Manhattan College in Riverdale (the Bronx) New York for the purposes of honoring particularly excellent undergraduate students in the fields of theological and/or religious studies. Its revised constitution of 1998 indicates, similarly, that its purpose is "to encourage, recognize, and maintain excellence in such studies within baccalaureate and post-baccalaureate degree programs, and within the academic profession of these studies more broadly understood."

Membership is open to undergraduate and graduate (or professional) students meeting minimum qualifications in qualified institutions with a local chapter. It is also open to qualified honorary members (e.g., faculty and others) meeting other qualifications.

Theta Alpha Kappa (hereafter also referred to as TAK or the Society) currently has over 120 active chapters located in diverse accredited institutions of higher learning both public and private, secular and sectarian, throughout the United States (see Appendix C). Chapters are responsible for nurturing excellence in these studies and honoring those who excel in them in the context of their own academic programs, and for living up to their obligations to the national society Theta Alpha Kappa.

Theta Alpha Kappa is a member society of the Association of College Honor Societies (from 1984), a related scholarly organization of the American Academy of Religion (1994) and an affiliated society of the Council of Societies for the Study of Religion (1998). These memberships and affiliations signal Theta Alpha Kappa's commitment to the scholarly study of religion in all its diversity.

Theta Alpha Kappa is governed by a constitution (Revised ed., 2006,) and a Board of Directors. The operations of the Society are clearly spelled out in this constitution and a related document, the "Policy and Procedures of the Board of Directors." The national office of the Society stays with the current President of the Board (listed, with the other officers and directors on the Theta Alpha Kappa Web site: [www.thetaalphakappa.net](http://www.thetaalphakappa.net)). The Society is, further, incorporated in the State of New York, and designated a non-profit (tax-exempt) organization by the Federal Government.

Theta Alpha Kappa sponsors the scholarly Journal of Theta Alpha Kappa which is published regularly and disseminated to new members, to ongoing "active" (dues-paying) members, and to selected libraries. This journal publishes the work of qualified students as well as professional academics.

The following pages should be helpful in spelling out how chapters might best pursue their goals and --at the same time -- fulfill their obligations to TAK and its mission.

# Establishing and Maintaining a Chapter

**Qualified Institutions:** Local chapters may be established at academic institutions of higher learning that 1) grant the baccalaureate or higher degree, 2) are accredited by the appropriate regional accrediting agencies, and 3) offer sufficient academic course work in Religious or Theological Studies that students may meet minimum qualifications for eligibility for induction/membership. (See membership criteria on pp.5f below.)

**Qualified Programs:** Chapters are officially linked to qualified institutions rather than qualified programs at institutions. Normally, of course, institutions meeting the three criteria listed above will -- indeed -- have specific programs in one or another of these disciplines, but establishing a chapter does not depend on the existence of formal programs in the study of religion or theology but on the availability of sufficient course work related thereto. Questions about what constitutes appropriate course work can be raised with the Society -- if need be -- at the new chapter inquiry or application time. (Exception: Graduate students must be matriculated in a **relevant program**.)

**Inquiry and Application Procedures:** Both inquiry into and application for establishing a new chapter should be made through the current Vice President of the Board of Directors (as listed at the end of the Board's policy and procedures document). The application process is relatively simple, but does entail a new chapter charter fee with subsequent annual dues. (The amount of money related to these fees and dues is published in the Board's policy and procedures document.)

**Active and "Good-Standing" Status:** The Board of Directors, by constitutional directive, has established criteria by which chapters may remain "active" and in "good standing." As spelled out in its policy and procedures document, the Board has thereby also established criteria by which chapters may become inactive, not in good standing, or even deactivated. Chapters are asked to familiarize themselves with these various criteria (the Constitution, Article III. Section 2. B, and the "Policy and Procedures" statement), and seek to be faithful to their obligations to TAK.

**Operation by By-Law:** Chapters of Theta Alpha Kappa are required either to establish an approved set of By-laws (see the possible model in Appendix A) or to affirm their willingness to abide by the national Constitution. These formal procedures help to ensure that the chapter operates in a way that is fully consistent with TAK principles and policies (even though much is still left to the chapter's own discretion in its operations).

**Chapter Representative/Contact Person:** Perhaps most important to the national

Board of Directors is the designation by individual chapters of a "chapter representative" or "chapter contact" (also sometimes referred to as the "chapter moderator") whose job it is to provide liaison services between the local chapter and the national Board (see the Constitution, Article IV. Section 2.B). Whether or not this person is actively involved in the daily operations or leadership of the chapter, he/she should be someone who will more likely have a long-term residency at the institution, and an on-going willingness to provide these services to the local chapter and the national Board alike. It is through this person that the Board periodically communicates with the local chapter, and from whom it often seeks a response.

**Chapter Leadership:** The Constitution (see Article IV. Section 2.A) assumes that, whatever the de facto case is, chapters should be led by three officers serving the functions of (if not called) a President, Vice President and Secretary/Treasurer. Who, how, and for how long these positions are filled is left to the discretion of the chapter, except that officers should be members of the Society. This means, in part, that chapters may be student-led, faculty-led, or some combination of the two as the local chapter determines.

The same section of the Constitution referred to above indicates that -depending on chapter needs -- a chapter advisor/moderator/leader may be selected to help facilitate organizational operations. Presumably this person would be a faculty member (who is also a member of the Society), but could also (and simultaneously) be a Chapter Representative and/or an officer of the chapter if desirable.

Beyond this, and again as the Constitution indicates, chapters are free to establish additional leadership positions and internal organizational structures in the pursuit of their objectives. (The model or sample set of chapter By-Laws in Appendix A shows how some chapters may work these things out.)

**Obligations to Theta Alpha Kappa:** Chapters have a number of obligations or responsibilities in maintaining an appropriate relationship with TAK and its Board of Directors. While not all these responsibilities are, strictly speaking, required, they are in varying degrees important to both the health of the chapter and TAK, and to the relationship between them.

1. Ideally all chapters are located at institutions and in academic programs that are producing qualified students on an annual basis. While chapters are not required to induct students (or others) on a yearly basis, certainly one major responsibility of local chapters is to recognize excellence by inducting members regularly. (Chapters may, at their own discretion, induct more often than annually, but the normal expectation is an annual induction of new members.)

2. Beyond the initial charter fee chapters pay for chartering the chapter, they are required by the Constitution of 1998 to pay an annual dues to TAK. The amount and the procedures for doing this are spelled out in the Board's policy and procedures statement, but this requirement is crucial to the on-going health of TAK, and is the key to a chapter's remaining "active" and in "good standing."

3. It is the chapter's responsibility to respond (normally through the Chapter Representative) to other requests made to it by the Board and its officers. These requests include requests for a) an annual chapter report-of-activities, b) chapter news (to be published in the Journal of Theta Alpha Kappa), c) submissions of student work to the Journal and, d) nominations of members for a variety of awards, prizes, and/or candidacies.

4. It is the chapter's responsibility to initiate contact with the Society as needed for appropriate information or supplies (certificates, registration cards, pins, cards, etc.) needed in the normal operations of its business.

5. Finally, it is the chapter's responsibility to imagine and carry out those special activities - in addition to inducting new members -- that nurture, encourage, and recognize excellence in the scholarly disciplines under its purview. (See pp.8-10 below for ideas along these lines.)

# Attracting and Maintaining Individual Members

**Types of Individual Membership:** Essentially, the Constitution allows for two different kinds of members, 1) students (undergraduate or otherwise), and 2) honorary (non-students meeting other kinds of qualifications). Normally, given the educational mission and purpose of Theta Alpha Kappa, chapters are urged to nurture and recognize by induction students within the disciplines of religious and/or theological studies.

**Membership Requirements:** Article III, Section 1 of the Constitution spells out both the types of membership and the requirements each must meet. These requirements are, as that document states, minimum requirements; chapters may, at their own discretion, establish additional or higher requirements. In terms of the two basic types listed above, these requirements include the following:

1. Undergraduate students must have a) completed at least three semesters (or five, quarters) at an institution having a local chapter in good standing, b) completed a minimum of twelve (12) semester credits (or eighteen quarter credits) in courses representing Religious Studies or Theological Studies, c) attained a grade point average of at least 3.5 (B+) in such courses, d) attained at least a 3.0 grade point average (or B) in their total academic program to date, and e) been ranked in at least the upper 35% of their class in general scholarship at the time of induction.

2. Graduate/Professional students must a) be matriculated in programs of Religious or Theological Studies, b) have completed at least one half of the residency requirements of their current degree program at an institution with a local chapter of TAK, and e) have attained at least a 3.5 (or B+) grade point average in their course work to date.

3. Honorary inductees/members include a) those holding faculty rank for at least one semester (two quarters) in these disciplines at an institution with a local chapter, and b) other individuals who, at the discretion of the local chapter, are deemed to have established a record of excellence in their own right, and shown consistent support and encouragement of these academic disciplines.

**Permanent and Active Membership:** All persons inducted into Theta Alpha Kappa through the good offices of a local chapter receive benefits according to their status as permanent members and/or active members of TAK. (These benefits are over and above, of course, any benefits the local chapter may have established for local chapter membership.)

1. Permanent membership (whether "active" or not) brings four primary benefits: a)

local and national recognition (with formal certification) of one's excellence in Religious and/or Theological Studies, with the related right to indicate that on curricula vitae, applications and resumes; b) the right to attend and vote at the Annual Meeting of Theta Alpha Kappa, and to run for office on the Board; c) a sense of community with others who have similarly been inducted; and d) the continuing opportunity to "activate" (if not already done) one's permanent membership for purposes of the benefits listed below.

2. Active membership is automatically bestowed from induction through the next full fiscal year (July 1 - June 31), but is subsequently dependent on the payment of annual individual dues. It brings all the benefits of permanent status plus the following: a) a free subscription to the Journal of Theta Alpha Kappa, b) the satisfaction of actively (financially) supporting the on-going work of Theta Alpha Kappa.

To rephrase and perhaps clarify the relationship of permanent and active membership, all inducted persons are permanent members of their local chapter and the national Society regardless of "activation" or not. Activating one's membership (after the automatically active status of induction and the following fiscal year) means the payment of annual dues and the receipt of benefits listed in #2 just above. All active members are, of course, also permanent members; however, not all permanent members are also active ones. One may activate one's membership at any time by contacting the Secretary of the Board of Directors (listed on the TAK website).

**Recruitment and Retention:** The following issues are important for chapters to keep in mind as they seek to maximize their impact on educational excellence in these disciplines, and recruit, induct, and retain an involved membership:

1. If it is not immediately obvious just who is an eligible candidate for induction, chapters may have to initiate an awareness of this possibility among the relevant populations and/or search out the names of students who have a) completed the requisite number of courses and b) done so at or above the minimum grade-point level. In short, chapters may have to "recruit" (in the sense of identify and invite) members who might not otherwise either know about or actively seek induction.

2. Once inducted, it is important for chapters to nurture those members both for their direct involvement in the chapter's activities and leadership, but also for the sense of community and collegiality that arise from common interests and endeavors. One important and obvious way to do this is to have on-going, chapter-sponsored events and activities that involve these members (and, in the process, attract new members).

3. Finally, chapters may wish to keep track of and -- in some degree -- enlist the on-going involvement of alumni members (here defined loosely as people inducted by this chapter

but now moved on). Aside from what chapters may be able to do for alumni, alumni members may well be able to help local chapters in both material (financial) and non-material ways. Both TAK nationally and the local chapter locally have only to gain from the on-going and active support of alumni.

**Membership Records:** Chapters should keep good and up-to-date records of new members, continuing local members, and alumni members. In doing so, local chapters may well benefit TAK as well (by communicating accurate membership lists to the Board). In turn, TAK may be of assistance to local chapters seeking the names of alumni members.

Toward these ends, TAK now gathers new member information when the induction certificates are ordered. Our vendor then provides that membership information electronically to our secretary who uses it to update our TAK database.

## Chapter Operations and Activities

**At the Discretion of.....** The Constitution of 1998 and the traditions of TAK before that leave many of the decisions about the detailed operations, activities, and functions of the local chapter to that local chapter's own discretion. Beyond compliance with the rules and regulations laid down in TAK documents (and already referenced above), chapters are free to operate as they see fit -- including but not limited setting up terms of office and voting/appointing procedures for their officers and leadership, establishing organizational structures, carrying out chapter-sponsored activities, offering prizes and awards within the local context, creating newsletters or other publications, etc. Clearly the health and viability of a local chapter is in the hands of its local leadership. (The sample or model set of chapter By-Laws in Appendix A is offered as an example of how some chapters might order themselves.)

**Induction Procedures:** As suggested by the above paragraph, TAK does not dictate the specific procedures to follow in holding inductions, but it is prepared to provide suggestions and models for this process. (See, for example, Appendix B.)

1. Ideally chapters hold inductions at least once a year (perhaps in conjunction with an annual business meeting and banquet for example), but holding inductions both less frequently and more frequently is possible depending on the local situation. (Most chapters induct in a spring semester or quarter so that academic work the previous fall can be counted toward eligibility.)
2. In preparation for an induction ceremony, it is the chapter's responsibility to fill out the induction information for each inductee and submit the induction fees. This is now done electronically at the website of Ken Jernigan and Associates, our vendor. Go to <http://www.kenjernigan.com> and follow the link to Theta Alpha Kappa>Chapter Orders>TAK Induction Fee. The chapter representative (or designate) will enter the induction information for each inductee there. Induction certificates will be printed and sent to the chapter moderator. Be sure to allow at least 10 business days for processing and shipping.
3. TAK honor pins and cords are also available at [www.kenjernigan.com](http://www.kenjernigan.com). Chapters can purchase these items for their inductees, or the inductees can, with a credit card, order these items personally.

4. An induction ceremony is held which -- with proper decorum and dignity -- inducts the new member into the chapter and TAK. Again, the exact make-up of such a ceremony is largely in the hands of the local chapter, but a possible outline of such a ceremony is attached to this document for the chapter's use (and adaptation) as desired. (See Appendix B.) Some obvious and general characteristics of this ceremony could include: reference to TAK and/or local chapter history, reference to the purposes and goals of the Society and the local chapter, reference to the qualifications for membership and the accomplishments of the new members, the bestowing of membership (with related certificates, pins, etc.), congratulatory speeches or comments, and a welcoming of new members into the community of the chapter and Society.

5. If procedures discussed in #2 and 3 above have not already been attended to prior to the induction, they should be attended to now, and in a timely manner, so both the chapter's records and its responsibilities to TAK and the new members (certificates, regalia, registration cards, induction fees) are completed.

**Other Programming Ideas:** Again, much is left to the discretion of local chapters in imagining and implementing other chapter-related activities. What follows is simply a listing of generic types of activities to provide at least a starting point for possible planning. In general, it must certainly be true that an active and healthy chapter is always looking for creative ways to pursue its mission and promote excellence in these academic disciplines.

1. Chapter- and/or discipline-specific academic activities are the most obvious kinds of educational activities a chapter could promote. Some examples may be found in the "Chapter News/Notes" in JTAK. Otherwise, chapters are encouraged to imagine a wide range of possibilities.

2. The sponsorship of or involvement in campus-wide educational activities would be helpful in promoting the chapter's larger academic mission, but also in promoting the chapter (and disciplines it represents) within the larger campus community. For example, promoting and participating in a Council of Honor Societies on campus could make a significant contribution to the honor's enterprise in general, and one's own chapter as well.

3. Chapter- and/or discipline-specific social activities help create the sense of community and common endeavor, and promote both member recruitment and on-going member involvement. The chapter may, for example, seek to establish a "Religion Club" serving a broader group than the chapter itself serves.

4. Community service or community relations -- either locally on campus or in the larger community surrounding it -- can be useful in showing how the educational enterprise is inextricably linked to the health of the larger community.

5. While perhaps not easily distinguishable from some types of activities already mentioned, chapters may wish to find ways -- locally -- of further recognizing excellence in these studies (prizes, awards, publishing opportunities) and raising money for chapter activities and obligations. (Chapters may wish, for example, to be able to present TAK pins or cords to new members free of charge, or to sponsor them at a banquet. There may be, in short, a number of reasons that chapters might wish to have their own money and budgets, and to establish their own internal award systems.)

6. Last but certainly not least, and closely related to some of the above items, chapters are urged to promote student participation in the Society's journal, the Journal of Theta Alpha Kappa. This participation can range from the submission of student papers for possible publication to the submission of student papers for the Albert Clark Prizes sponsored by the Journal. The latter prizes are described in more detail in an annual invitation sent out to all Chapter Representatives but -- in short -- they entail monetary awards and promise-of-publication in the Journal. Prizes are available for both undergraduate and graduate student submissions.

## From the National Office

TAK provides a number of things that, we hope, are both necessary and useful in fulfilling our joint mission in service to honoring excellence in these disciplines. The following listing may repeat matters indicated elsewhere in this document, but it brings them together, here, for your convenience.

1. The Journal of Theta Alpha Kappa is published semi-annually, and communications concerning it should be addressed to the Editor listed at the end of the policy and procedures document. Generally speaking it publishes the qualified scholarly work of both students and professional academics, and is open to all who are submitting work related to these disciplines. (I.e., one does not have to be a member of TAK, though generally we like to reserve publication for people from member institutions or chapters.)

The Journal is sent to all new ("active") members at no cost through the first full year following induction, and to all "active" members (upon payment of an annual dues) subsequent to that.

The Journal sponsors the Albert Clark Prizes about which information is regularly provided in the Journal issues themselves and to Chapter Representatives. It also solicits and publishes information on individual chapter activities as space allows.

2. The "President's Newsletter" comes out of the President's office semiannually, and is sent to Chapter Representatives -- not only for their own information, but for dissemination to the rest of the chapter as that Representative sees fit. This newsletter is designed to keep all chapters informed of TAK-sponsored activities, and the activities of the Board of Directors, and is e-mailed electronically.

a. Additionally, other announcements of importance are sent, including the annual billing for chapter dues, the annual request for a chapter's annual report, and the annual announcement of the Albert Clark Prizes competition. Again, like the Newsletter, these come to the Chapter Representative for his/her action on or response to them.

b. Either in the Newsletter itself, or enclosed with it, TAK periodically solicits the chapter's help in nominating members of whatever status (permanent or active, alumni or current, student or honorary) for a) positions on the Board of Directors, or b)

selection for the Connolly-Weinert Leader-of -the-Year (advisor, moderator) award.

c. Whether in the Newsletter or elsewhere, chapters are also informed about and invited to participate in the Annual Meeting of the (individual) membership. This Annual Meeting, described more fully in other TAK documents (the Constitution and the Policy and Procedures statement of the Board), is an annual opportunity for members to more actively and personally participate in the on-going operations of the Society, and all are urged to attend.

3. Induction/member certificates are ordered at the website of our vendor, Ken Jernigan and Associates: <http://www.kenjernigan.com>. Regalia (honor pins and cords) are also available from Ken Jernigan and Associates. Information and forms related to establishing a new chapter or remaining a chapter in good standing are available from the Vice President. For any and all other information, please feel free to contact the President of the Board. All officers and other members of the Board are listed -- with addresses – on our website: <http://www.thetalphakappa.net>.

**Appendix A**  
**Sample/Model Chapter By-Laws**  
(To be altered and adapted to fit local conditions)

**By-Laws of the XXX Chapter  
of Theta Alpha Kappa**

**A r t i c l e I**  
**Name, Location, Purposes**

Section 1. This organization shall be known as the XXX Chapter of Theta Alpha Kappa, the National Honorary Society for Religious and/or Theological Studies.

Section 2. XXX was chartered and founded in 19XX (20XX) at XX University, and continues to be linked to that institution.

Section 3. The Chapter's purposes, like those of Theta Alpha Kappa, are to encourage and recognize excellence in the academic study of religion (and/or theology) in the context of accredited undergraduate (and/or graduate) institutions of higher learning.

**A r t i c l e II**  
**Membership**

Section 1. Membership in XXX, which is simultaneously membership in Theta Alpha Kappa, shall be open to eligible student and honorary members as defined below.

- A. Student membership is constituted by either undergraduate or graduate/professional students according to the following qualifications:
  - 1. Undergraduate students are eligible for membership (induction) if they have a) completed a minimum of twelve semester credits (or eighteen quarter credits) in courses

representing Religious Studies or Theological Studies and attained at least a 3.5 (or B+) GPA therein, b) attained at least a 3.0 (or B) GPA in their total academic program to date, and c) been ranked in at least the upper 35% of their class in general scholarship at the time of induction.

2. Graduate (or professional) students matriculated in degree programs in Religion or Theology are eligible if they have a) completed at least one half of the residency requirements of their current degree program, and b) have attained at least a 3.5 (or B+) grade point average in this course work.

B. Honorary membership is constituted by two groups as indicated below:

1. Individuals holding faculty rank in one of these disciplines are eligible for induction/membership if they have completed at least one semester (or two quarters) in that appointment.
2. Other individuals who have clearly established a record of excellence in their own right, and shown consistent support and encouragement of these academic disciplines and the students within them shall be eligible for induction/membership.

C. All student members may be referred to as alumni members once they have completed their degree programs and/or are no longer matriculated at this institution (XXX University).

Section 2. As determined by Theta Alpha Kappa, all memberships -- unless revoked for cause -- remain "permanent" in both the local chapter and Theta Alpha Kappa for life.

## Article III

### Officers, Committees, Faculty Leadership

Section 1. As provided in the Constitution of Theta Alpha Kappa, XXX shall have at least three elected officers called (or serving the functions of) President, Vice President, Secretary/Treasurer.

- A. Officers should be members of XXX and Theta Alpha Kappa (as defined above), but otherwise may be either student, honorary and/or alumni members.
- B. Officers shall serve for one-year renewable terms, and shall be elected by the membership present and voting at an annual business meeting (described below).
- C. The Executive Committee (also described below) may appoint replacements to fill out the term of a vacated office.
- D. The duties to be performed by these officers, and the meetings to be scheduled in the pursuit of their business, are to be determined at the discretion of the Executive Committee.

Section 2. The Standing Committees of this organization shall be the Executive Committee and the Nominating Committee. The Executive Committee may create other ad hoc committees as it sees fit.

- A. The Executive Committee shall be made up of the three officers and the faculty advisor -- each member with one full vote. It is empowered to make such decisions as are necessary and possible for the Chapter within the context of these By-Laws and the national Constitution of Theta Alpha Kappa -- especially as regards the on-going business of the Chapter in between annual business meetings.
- B. The Nominating Committee shall be made up of four people, no more than two of whom may be current members of the Executive Committee, and shall be elected to this Committee by the membership at a duly-convened annual business meeting. All members serve two-year renewable terms.

1. It is the Executive Committee's responsibility to see that a slate of candidates for this Committee is brought before an annual business meeting when needed.
2. The Nominating Committee's primary responsibility is to bring a slate of candidates for officer positions to an annual meeting where new officers are to be elected.

Section 3. In the event that the Executive Committee feels that a faculty advisor is needed, or a current faculty advisor needs to be replaced, it shall request that the chairperson of the Department of Religion (or, failing that, the faculty of that Department), appoint a faculty advisor to serve the Chapter in a capacity and for a term to be left at the discretion of the chair (or faculty). Advisors should be members of XXX and Theta Alpha Kappa insofar as possible.

Section 4. It is the responsibility of the Chapter, working with the relevant faculty and departmental leadership, and through the Executive Committee, to make sure that a Chapter Representative -- as mandated by Theta Alpha Kappa -- is appointed to fulfill the responsibilities thereby outlined.

The Chapter Representative need not be an officer or a faculty advisor, but should be a member of XXX and Theta Alpha Kappa insofar as possible.

## A r t i c l e   I V

### Meetings of the Membership

Section 1. For purposes of the following, the Chapter "membership" shall refer to those members (permanent or active, student or honorary, alumni or current) who, in fact, attend the meetings referenced. (Normally, but not necessarily, this means all members who reside in the local area.)

Section 2. The membership shall meet at least once a year to induct new members into XXX who have met the qualifications for membership listed above, and have accepted the invitation to join.

- A. The Executive Committee is responsible for seeing to it that new

members are invited to be inducted, and that a dignified induction ceremony is carried out in a timely fashion.

- B. The Executive Committee is also responsible for seeing to it that certification of induction, and induction fees mandated by TAK are forwarded to that organization.

Section 3. The membership shall meet at least once a year (normally in conjunction with an induction) for an annual Chapter business meeting.

- A. The Executive Committee is responsible for calling and running this meeting, and placing before the membership any items needing a membership vote.
- B. For voting purposes, a quorum will be considered *as* all members present, and items for voting will pass (excepting an amendment vote as described below) on a vote of the majority present and voting.

Section 4. The membership of the Chapter may meet at any other times and for any other purposes as it, or the Executive Committee on its behalf, may determine.

## Article V Fees, Dues, and Budgets

Section 1. Although these By-Laws do not mandate either an induction fee for new members or an annual dues for continuing members (to be paid to the Chapter), it is within the prerogative of the membership, acting formally at an annual business meeting, to levy such fees and/or dues in an amount and for a time of its own choosing. Such local fees or dues are understood to be over and above any fees and dues owed by local members or the Chapter to Theta Alpha Kappa.

Section 2. It is within the prerogative of the Executive Committee, working closely with the departmental chair or other institutional representative, to establish an XXX account for depositing, holding, and paying out monies relevant to the operations of the Chapter.

## A r t i c l e   V I

### Amending These By-Laws

Section 1. The chapter membership (local and current as determined by the Executive Committee) shall have the power to amend these By-Laws as deemed necessary (although not in such a way as to be inconsistent with the national Constitution of Theta Alpha Kappa).

- A. Voting to amend shall be by a two-thirds vote of eligible members present and voting at a duly-convened annual business meeting.
- B. Amendments to be voted on at an annual business meeting must be pre-circulated to that membership at least two weeks prior to the meeting.

## A r t i c l e   V I I

### Ratification of These By-Laws

Section 1. These By-Laws shall be ratified by the same procedures operative for amending it.

Ratification, (date)

Amended, (dates)

# Appendix B

## Sample/Model Induction Ceremony

(To be elaborated and implemented to fit local conditions)

Setting: This event should be seen as a serious and dignified ceremony taking place within an academic context. Both the venue, the room set-up, and the dress of the persons involved should reflect that. Although this ceremony is not a religious service or ritual, it may accompany one if appropriate to the circumstances of the chapter.

Personnel: The persons normally running an induction are the local chapter leaders -- including but not necessarily limited to that chapter's officers and/or faculty advisor. Beyond the presence of the inductees, it is at the discretion of the local chapter as to what other people are invited to attend and witness the induction. Different induction leaders may be asked to lead in different sections or parts of the **ceremony**.

Outline of the Ceremony: (Specific language to be supplied by the local chapter.)

### I. Introduction/Welcome

All those present should be welcomed, and the reasons for this gathering should be articulated.

### II. Relevant History/Purposes

A. It is useful for all present (but especially new members) to be reminded of the history of this chapter and, if deemed relevant, its connection with the national society Theta Alpha Kappa.

B. Here also is the occasion to spell out the general purposes of this chapter and Theta Alpha Kappa, as well as any chapter -specific understandings of its mission and nature.

### III. New Members, The Induction Proper

A. The qualifications being used to determine eligibility for membership

should be rehearsed here.

- B. The new members should be introduced, perhaps with a word of introduction about each one underlining his/her particular qualifications or background and interests (relevant to this academic context and this honor).
- C. Any oral vows or pledges should be repeated here. (For example, repeat after me, "I vow to affirm and uphold the purposes and principles of XXX (this chapter) and Theta Alpha Kappa, the national honorary society of which it is a member chapter." Or, "I accept membership in XXX and Theta Alpha Kappa, and pledge to support the purposes they both represent.")
- D. Any pins, cords or certificates may now be given out -- perhaps with a congratulatory handshake. Similarly, new members may wish to sign the chapter's official registry -- if there is one.
- E. New members may now be introduced to the others attending as fully inducted members of XXX.

#### IV. New Member Benefits/Obligations

The types and benefits of membership (for example the meaning of "active" membership in Theta Alpha Kappa) may here be spelled out, as well as any benefits and opportunities connected with the local chapter (e.g., being elected to office in the chapter, etc.).

#### V Closing

Some appropriate closing of the ceremony is called for so all feel a sense of closure to the induction ceremony.

Afterward: Many chapters use this occasion to hold a business meeting, special lecture, special reception, banquet, or other such celebratory event.