

1 **Bylaws of Wisconsin State Organization**
2 **The Delta Kappa Gamma Society International**
3 *Revised April 2021*

4
5 **Article I**
6 **Name**

7 **Section 1.**

8 The name of this state organization shall be Wisconsin State Organization of The Delta
9 Kappa Gamma Society International.

10
11 **Section 2.**

12 Each chapter shall be named by the State Organization.

13
14 **Article II**
15 **Object**

16 The object of Wisconsin State Organization shall be to:

- 17 1. promote the purposes of The Delta Kappa Gamma Society International as found in
18 the *Constitution*, Article II,
19 2. act as liaison between chapters and the international organization,
20 3. organize Delta Kappa Gamma chapters within the state,
21 4. provide leadership training for state and chapter leaders, and
22 5. provide members with scholarships for advanced study.

23
24 **Article III**
25 **Membership**

26
27 **Section 1.**

28 The membership of Wisconsin State Organization shall be composed of active, reserve,
29 collegiate, and honorary members. All membership is in accordance with the *Constitution*,
30 Article III.

31
32 **Section 2.**

33 Chapters in the state shall have full power to act in matters of chapter membership, except
34 as restricted by the *Constitution*. An accurate and current membership roster shall be kept
35 by the chapter treasurer. Records for each member should include name, date of induction,
36 reinstatement, and/or termination of membership.

37
38 **Section 3. State Honorary Members**

- 39 A. State honorary members shall be recommended by the state Membership Committee
40 and elected by the state Executive Board. A four-fifths vote of approval is required.
41 B. Induction of state honorary members may be conducted at any meeting, such as state
42 convention or conference, area meeting, or chapter meeting. The state president and
43 the chair of the state Membership Committee shall organize the orientation session and
44 induction.

Section 4. Termination of Membership

A complete record of members of Wisconsin State Organization whose membership has been terminated shall be kept by the state treasurer. The chapter shall enter the date of a termination into its minutes.

Section 5. Reinstatement

The chapter membership chair shall notify the state treasurer when a former member has been reinstated as an active member.

Article IV Finances

Section 1. Annual Dues

A. The annual state dues shall be determined by a two-thirds vote of the members of the state Executive Board at the convention in odd-numbered years.

Section 2. Payment of Dues and Fees

A. The membership year is July 1-June 30. A member shall pay annual dues and fees no later than June 30 for the following fiscal year.

B. An induction fee of \$10 shall be required of all members except honorary members.

C. A scholarship fee of \$1 shall be paid annually by each active and reserve member.

D. Members inducted or reinstated between July 1 and December 31 shall pay induction fees, dues, and scholarship fees for the current year. Members reinstated on or after January 1 shall pay one-half the international membership dues. Chapter and state organization dues may be pro-rated as the chapter/state organization determines.

E. The state portion of the dues and fees shall be sent to the state treasurer.

F. The international portion of the dues and fees shall be sent between July 1 and September 30.

G. A member who fails to complete payment of international dues shall be dropped as of October 1.

H. The inducting unit of Wisconsin State Organization shall pay a lifetime fee in the amount of \$49.50 for each honorary member at the time of induction.

Section 3. Financial Controls

A. The state Finance Committee shall submit a proposed operating budget (Available Fund) annually to the state Executive Board. Operating budget approval shall require a two-thirds majority vote of the state Executive Board.

B. The state Finance Committee chair shall approve the state president's expense vouchers with a signature.

C. The state president shall sign all other expense vouchers before the state treasurer makes payment.

D. The audit/review shall be completed on or before August 15 by a state Financial Review Committee appointed by the state president.

E. The report of the annual audit/review shall be submitted to the state Executive Board at the next state convention or state conference.

F. Chapter information packets not picked up at the state convention or the state conference will be mailed to the chapters, and the chapters will be billed for postage.

91 **Article V**
92 **Organization**

93 **Section 1. Chapters**

- 94 A. Each chapter shall govern the conduct of its business in a manner consistent with the
95 *Constitution* and Bylaws and Standing Rules of Wisconsin State Organization.
96 B. All chapter officers except the chapter treasurer shall be elected in even-numbered
97 years by a majority vote.
98 1. The term of each elected chapter officer shall be two years or until a successor is
99 named. No officer except the chapter treasurer may serve in the same office longer
100 than two terms in succession. All chapter officers shall take office on July 1 following
101 their election.
102 2. The chapter treasurer shall be elected by the chapter Executive Board.

103
104 **Section 2. New Chapters**

- 105 A. A new chapter shall be organized upon recommendation of the state Executive Board
106 with the approval of the state Finance Committee.
107 B. The state membership committee of the sponsoring chapter shall screen applications of
108 candidates for membership in a new chapter.
109 C. Procedures governing the installation of a new chapter shall be recommended by the
110 state Membership Committee and approved by the state Executive Board. These
111 procedures include transfer, reinstatement, and induction of new Society members.
112

113 **Article VI**
114 **Officers and Related Personnel**

115 **Section 1. State Officers**

- 116 A. The state officers shall be president, vice president, and secretary; all elected by the
117 membership at the state convention. The state treasurer shall be elected by the state
118 Executive Board.
119 B. All state officers and related personnel shall be active members in good standing.
120 C. Co-presidents are not advised. Only one name at the state or chapter level may be
121 submitted to Society headquarters for communication purposes.
122

123 **Section 2. Related Personnel**

- 124 A. The state editor shall be appointed by the state president and confirmed by vote of the
125 state Executive Board. She shall serve a three-year term with two successive renewals
126 by agreement of the state editor and state Executive Board. The decision shall be
127 determined one year in advance of renewal.
128 B. The state president shall appoint the state parliamentarian. It is desired that the
129 appointed parliamentarian be a member. Collegiate and honorary members may serve
130 as parliamentarian.
131

132 **Section 3. Duties of the Officers**

- 133 The officers shall perform their duties as prescribed in the *Constitution*, Article VI, Section
134 C. and as authorized by Wisconsin State Organization Bylaws and Standing Rules.

135 **Section 4. Term of Office**

- 136 A. Officers elected by the state convention in odd-numbered years shall have a term of two
137 years unless otherwise specified, or until a successor has been named.
138 B. No officer except the state treasurer may serve in the office longer than two terms in
139 succession.
140 C. All officers shall take office on July 1 following their election.
141 D. The state treasurer shall be elected by the state Executive Board during even numbered
142 years. She shall serve no more than three consecutive two-year terms.
143

144 **Section 5. Vacancies**

- 145 A. When a vacancy occurs in the office of the state president, the state vice president shall
146 become state president and serve until the next regular election of officers.
147 B. When a vacancy occurs in the office of state vice president, the state president shall
148 name a successor to serve until the next regular election of officers.
149 C. When a vacancy occurs in other state elective or appointive positions, the state
150 president shall name a successor.
151

152 **Section 6. Nominations and Elections**

- 153 A. A state nominations committee of three members elected by ballot at the state
154 convention in odd-numbered years shall make nominations for office. The state
155 Nominations Committee shall designate the committee chair.
156 1. The committee shall submit the name of at least one nominee for each elective state
157 office. Consent of the nominee must be obtained.
158 2. The slate of state officers, with candidate qualifications, shall be published in
159 *Wisconsin State News* preceding the state convention.
160 3. After the report of the committee has been made to the convention, additional
161 nominations may be made from the floor. Consent of the nominee must be obtained.
162 B. Election shall be a majority of the votes cast in a secret ballot. The requirement for a
163 secret ballot is waived at an electronic meeting. If there is only one candidate, election
164 may be by voice vote.
165 C. The state Nominations Committee shall prepare the ballot and conduct the election.
166

167 **Article VII**
168 **Meetings**

169 **Section 1. Conventions**

- 170 A. Business of the state shall be conducted at a convention held in odd numbered years at
171 a time and place determined by the state Executive Board for the purpose of receiving
172 reports, enhancing members' personal growth, disseminating Society information, and
173 conducting other business which may properly come before it.
174 B. A quorum shall be a majority of the members who have registered at the convention.
175 C. Any member attending a state convention may make motions, enter discussions, and
176 vote except in cases where a roll call vote is taken. A roll call vote as specified in the
177 *Constitution*, Article IX, Section B.2.c. may be ordered.

178 **Section 2. Conferences**

- 179 A. Business of the state shall be conducted at a conference in even-numbered years at a
180 time and place determined by the state president for the purpose of receiving reports,
181 enhancing members' personal growth, disseminating Society information, and
182 conducting other business which may properly come before it.
183 B. A quorum shall be the majority of the members who have registered at the conference.
184 C. Any member attending a state conference may make motions, enter discussions, and
185 vote except in cases where a roll call vote is taken. A roll call vote as specified in the
186 *Constitution*, Article IX, Section B.2.c. may be taken.

187
188 **Section 3. Other Meetings**

189 Leadership training for incoming chapter officers shall be held in even-numbered years.

190
191 **Section 4. Quorum**

192 The chapter shall determine a quorum for chapter meetings.

193
194 **Section 5. Transacting Business Electronically**

- 195 A. Wisconsin State Organization and the subordinate bodies controlled by its bylaws may
196 transact business electronically so long as all members can hear each other
197 simultaneously and actively participate in the meeting.
198 B. The requirement for a ballot vote is waived at electronic meetings.

199
200 **Article VIII**
201 **Executive Board**

202 **Section 1. State Executive Board**

- 203 A. The members of the state Executive Board shall be the elected officers, the immediate
204 past state president, chapter presidents, and past state presidents. The state treasurer
205 and the state parliamentarian shall be ex-officio members, the parliamentarian without
206 vote and the treasurer, also without vote if under remunerative contract for her
207 services.
208 B. The duties of the state Executive Board shall be to:
209 1. recommend policies and procedures for consideration at the state convention, at the
210 state conference, or by chapters,
211 2. examine, modify as necessary, and recommend adoption of the state budget
212 prepared and recommended by the state Finance Committee,
213 3. approve the appointment of the state treasurer, state editor, and other state
214 personnel as needed,
215 4. select the time and place of state meetings,
216 5. act upon matters requiring immediate decisions between the state convention or
217 the state conference, and
218 6. oversee and approve the organizing of new chapters.
219 C. Meetings of the state Executive Board shall be held at least once each year. The state
220 president may call special meetings.
221 1. Only members of the state Executive Board may vote.
222 2. The presence of a majority of the voting members of the state Executive Board
223 constitutes a quorum.

- 224 3. Chapter presidents who are unable to attend state Executive Board meetings should
225 appoint an official representative who shall have full privileges of participation.
226 4. The state Executive Board shall indicate their voting privilege by the use of a red
227 card.
- 228 D. A vote by mail or electronic means is authorized when the issue demands resolution
229 sooner than the regularly scheduled meeting.
- 230 E. The members of the state Executive Committee shall be the elected officers: state
231 president, state vice president, and state secretary. The state Executive Committee shall
232 act for the state Executive Board between board meetings. The state president may
233 invite the state treasurer, state parliamentarian, and others to the meetings.
234

235 **Section 2. Chapter Executive Boards**

236 Chapter executive boards shall function in accordance with *Constitution*, Article VII, Section
237 C.

238 **Article IX** 239 **Committees**

240 **Section 1. Standing Committees**

- 241 A. Society Business
- 242 1. Leadership Development
- 243 2. Finance
- 244 3. Membership
- 245 4. Nominations
- 246 5. Rules
- 247 6. Historian
- 248 7. State Convention
- 249 8. Financial Review
- 250 9. Strategic Action Plan
- 251 B. Society Mission and Purposes
- 252 1. Educational Excellence
- 253 2. Communications and Marketing
- 254 3. Scholarship
- 255 4. World Fellowship
- 256 5. Grants-in-Aid for Educational Publication (GAEP)
- 257 6. Mary Jo Nettesheim Memorial Literary Competition
- 258 7. Lorraine Missling Sigma State Achievement Award
- 259 8. Action Grant
- 260

261 **Section 2. General Practices**

- 262 A. All state committees shall be appointed by the state president, except the state
263 Nominations Committee and the state Finance Committee.
- 264 B. The state president shall be an ex-officio member of all state committees except the
265 state Nominations Committee.
- 266 C. Matters requiring immediate state committee action may be voted upon by mail or by
267 electronic means.
- 268 D. State committee meetings shall be held with the approval of the state president.
269

- E. Reports of work accomplished by state committees shall be submitted in the format specified by Society headquarters.

Section 3. Duties of Committees

A. Society Business

1. Leadership Development: The state committee shall work with the state president in planning leadership workshops for the general membership and/or training sessions for chapter officers and committee chairs.
2. Finance
 - a. The state committee shall consist of the state treasurer and three members elected at the convention in odd-numbered years. The state finance committee shall designate the chair of the committee, but the state treasurer shall not be the chair.
 - b. The state president shall act as a consultant.
 - c. The state committee shall supervise the financial affairs of the state organization and prepare the annual state budget for adoption at the state convention or the state conference.
3. Membership
 - a. The state committee shall evaluate the recommendations of persons proposed for state honorary membership and submit names of qualified candidates for vote by the state Executive Board.
 - b. The state committee shall be responsible for necrology records.
 - c. The state membership chair shall be responsible for the memorial service at the state convention.
 - d. The state committee shall recommend procedures governing the installation of new chapters.
4. Nominations
 - a. The state committee shall consist of three members elected at convention in odd-numbered years. The state Nominations Committee shall designate the chair of the committee.
 - b. The state committee shall present profiles of nominees for each elective office and prepare the ballot in accordance with Bylaws, Article VI, Section 6.
5. Rules
 - a. The state committee shall receive, review, and approve proposals for amending and revising the Bylaws and Standing Rules of Wisconsin State Organization.
 - b. The state committee shall submit approved proposed amendments for publication in *Wisconsin State News* not less than thirty days prior to the state convention.
 - c. The state parliamentarian shall act as a consultant.
 - d. The state committee shall review chapter rules to ascertain that they are consistent with the *Constitution* and the Bylaws and Standing Rules of Wisconsin State Organization.
 - e. The state committee shall submit the current Wisconsin State Organization Bylaws and Standing Rules to the International Constitution Committee for review.

- 315 6. Strategic Action Plan
- 316 a. The state committee shall provide for a continuous review and updating of
- 317 identified action steps in the state Strategic Action Plan that implement the
- 318 seven Purposes, the Mission, and the Vision of the Society.
- 319 b. The state committee shall consist of the state president, state vice president,
- 320 immediate state past president, and any other members whose expertise is
- 321 pertinent to the focus area(s) of the state.
- 322 c. The state committee members shall be appointed by the state president for a
- 323 two-year term at the beginning of each biennium.
- 324 d. The state committee shall meet on a periodic basis, electronically or in person, to
- 325 review and monitor the state Strategic Action Plan.
- 326 e. Information regarding the status of the major areas of focus, objectives, and
- 327 activities shall be presented annually for review at the state convention or the
- 328 state conference.
- 329 B. Society Mission and Purposes
- 330 1. Educational Excellence: The state committee shall promote empowering women,
- 331 advancing excellence in education, and increasing global awareness in its activities
- 332 to support program, professional development, research, legislation/U.S. Forum,
- 333 and music/fine arts as represented within the state.
- 334 2. Communications and Marketing: The state committee shall promote and stimulate
- 335 effective communication between and among members at all levels of the Society
- 336 and promote effective internal and external marketing. Membership in this
- 337 committee shall include the state editor and the state webmaster.
- 338 3. Scholarship: The state committee shall act on recommendations of the International
- 339 Scholarship Committee, promote interest and support for scholarships, and award
- 340 state scholarships for graduate study as well as Ernella Hunziker International
- 341 Studies Scholarships.
- 342 4. World Fellowship: The state committee shall promote the work of the International
- 343 World Fellowship Committee.
- 344 5. Grants-in-Aid for Educational Publication (GAEP): The state committee shall be
- 345 responsible for promoting and awarding Grants-in-Aid for Educational Publication
- 346 in the state.
- 347 6. Mary Jo Nettesheim Memorial Literary Competition: The state committee shall
- 348 establish rules, prepare promotional materials, select the judging format, and
- 349 determine a gift for mileage, if any, for the judges driving to the literary competition
- 350 state judging site.
- 351 7. Lorraine Missling Sigma State Achievement Award
- 352 a. The state vice president shall act as chair.
- 353 b. The state president shall appoint two new members each biennium for a six-year
- 354 term.
- 355 c. The state committee shall follow the criteria for selecting the Lorraine Missling
- 356 Sigma State Achievement Award recipient as stated in Standing Rule III, M.
- 357 8. Action Grant
- 358 a. The state committee shall design the application for action grants to chapters for
- 359 literacy projects.

- b. The state committee shall review applications and determine monetary awards at a designated meeting.

Section 4. Special Committees

Special state committees shall be appointed by the state president as authorized. After submitting its final report to the body that authorized it, the committee shall be dissolved.

Article X Activities and Funds

Section 1. Scholarships

- A. The number of state scholarships awarded and the amount of each shall be determined by the state Scholarship Committee based on funds available, according to guidelines in the Standing Rules, and the scholarships reported to the members at the state convention or the state conference.
- B. Rules governing the administration of the state scholarship program shall be proposed by the state Scholarship Committee and adopted by the state Executive Board.
- C. The choices of scholarship recipients made by the state Scholarship Committee shall be final.

Section 2. Publications

- A. *Wisconsin State News* shall be published four times each year and sent to all state members.
- B. Plans to publish special monographs or brochures shall be approved by the state president and submitted to the state Executive Board for content and financial approval. The document(s) shall be approved by the state president prior to publication.

Section 3. Funds

- A. The Available Fund shall consist of dues, contributions, and miscellaneous income. Expenditures may be made as authorized by the state Executive Board upon recommendation of the state Finance Committee.
- B. The Permanent Fund shall be maintained as authorized by the *Constitution*, Article IV, Section F. 3.
- C. The Scholarship Fund shall be a fund established from the scholarship fees and contributions as authorized by the *Constitution*, Article IV, Section F. 2.

Section 4. Special Funds

- A. The GAEP Fund is for Grants-in-Aid for Educational Publication to state members.
- B. The Action Grant Fund provides funding for local chapter action grants.

Article XI Parliamentary Authority

Robert's Rules of Order Newly Revised (current edition) shall govern the proceedings of Wisconsin State Organization and its chapters in all cases not provided for in the *Constitution* or Wisconsin State Organization Bylaws and Standing Rules.

Article XII
Amendments

Section 1. Amendments to Wisconsin State Organization Bylaws

- A. These bylaws may be amended at the state convention in odd-numbered years by a two-thirds vote, provided notice of proposed amendments shall have been published for members thirty days before convening the convention.
- B. Proposed amendments to the bylaws may be submitted to the state Rules Committee by a member or members. Proposed amendments shall be submitted to the state Rules committee by October 1 of the year prior to the convention vote.
- C. Proposed amendments will be published prior to the state convention in *Wisconsin State News*, posted on the state website, and/or sent by U.S. mail.
- D. All proposed amendments to the bylaws shall have been approved by a two-thirds vote of the state Executive Board before being submitted to the convention. If necessary, proposed amendments may be sent by electronic means to the state Executive Board for approval.

Section 2. Amendments to Wisconsin State Organization Standing Rules

- A. Wisconsin State Organization Standing Rules may be amended at any state Executive Board meeting.
- B. Proposed amendments to the Standing Rules may be submitted to the state Rules Committee by a member or members.
- C. Proposed amendments will be published prior to the state convention or the state conference in *Wisconsin State News*, posted on the state website, and/or sent by U.S. mail.
- D. Vote for adoption
 - 1. A standing rule may be amended or rescinded by a majority vote, a quorum being present, if the notice of the proposed change has been published.
 - 2. An amendment that has not been published will require a two-thirds vote, a quorum being present, to be adopted.

Section 3.

- A. Changes in the Bylaws and Standing Rules of Wisconsin State Organization necessitated by amendments to the DKG Constitution and/or International Standing Rules shall be made by the state Rules Committee and distributed to members of the state Executive Board, posted on the state website, and/or published in *Wisconsin State News* before the next state meeting.
- B. Adopted amendments will take effect immediately upon adoption unless a proviso states otherwise.

443 **Article XIII**

444 **Sigma State Foundation, Inc.**

445 Sigma State Foundation, Inc. is a nonprofit corporation that exists to provide the members
446 of Wisconsin State Organization with funding for special projects related to activities that
447 correspond with the meaning of Section 501(c)(3) of the Internal Revenue Code and
448 operates under the laws of the State of Wisconsin. Gifts and contributions to Sigma State
449 Foundation, Inc. are managed, vested, reinvested, and distributed by and through Sigma
450 State Foundation, Inc.

451 **Article XIV**

452 **Dissolution**

453 **Section 1.**

454 In the event of dissolution of Wisconsin State Organization, the net assets of the
455 corporation shall be distributed as follows:

- 456 A. All liabilities and obligations shall be paid and satisfied, or adequate provision shall be
457 made therefore.
458 B. The state Executive Board shall determine specific procedures for liquidating the
459 remaining assets and shall supervise the disbursement of funds.
460

461 **Section 2.**

462 Dissolution shall be in accordance with the incorporation statutes of the State of Wisconsin.
463

464 **Section 3.**

465 Dissolution of any chapter of Wisconsin State Organization shall be in accordance with the
466 Wisconsin State Organization Bylaws, Article XIV, and *Constitution*, Article XIX. Dissolution.
467

468 **Standing Rules of Wisconsin State Organization**
469 **The Delta Kappa Gamma Society International**
470 ***Revised April 2021***
471

472 **I. Officers**

- 473 A. The election of chapter officers should be completed by March in even-numbered years
474 in order for incoming chapter officers and committee chairs to attend the state
475 conference.
476
477 B. When a chapter president is unable to attend a meeting of the state Executive Board,
478 she should notify the state president of her official representative.
479
480 C. Past state presidents should be included in all mailing lists.
481
482 D. All state officers, the state parliamentarian, state committee chairs, state editor, and
483 state webmaster shall be reimbursed for mileage for all state Executive Board meetings.
484

485 **II. Meetings**

- 486 A. State Convention
487 1. The state convention shall be held in the spring of odd numbered years.
488 2. Sites for the state conventions shall be chosen at least two years in advance.
489 3. Contracts for the convention facilities shall be signed by the state convention chair
490 and the current state president.
491 4. After all expenses are paid, including advance money received from the state, the
492 state Convention Committee will give the profits to the state or to Sigma State
493 Foundation, Inc. Any deficit is paid by the state.
494
495 B. State Conference
496 1. Business of the state shall be conducted at a conference in even-numbered years at a
497 time and place determined by the state president for the purpose of receiving
498 reports, enhancing members' personal growth, disseminating Society information,
499 and conducting other business which may properly come before it.
500
501 C. Other Meetings
502 1. Leadership Development training sessions shall be held for new chapter officers in
503 even-numbered years.
504 a. Site(s) shall be determined by the state president.
505 b. The training team shall be the state president, the state treasurer, and others
506 designated by the president.
507 c. All mileage expenses of the team shall be paid by the state.
508 2. Professional Development training sessions shall be held in odd-numbered years for
509 members and other interested women educators.
510 3. Other workshops may be held at the discretion of the state president and state
511 Executive Board. Workshops may be held at the time of the state convention as well
512 as the state conference.

III. State Committees and Reports

- A. Chairs of state committees shall be expected to attend meetings of the state Executive Board and will be reimbursed for mileage.
- B. Chairs of state committees shall prepare annual printed reports and/or brief oral reports summarizing work completed by the committee. A copy of these reports shall be given to the state secretary and kept in her files.
- C. State committees shall meet at least once a year. Mileage for one meeting per year shall be paid by the state. The state president shall be notified prior to a meeting involving mileage expenses.
- D. Required reports of the work of the chapters shall be submitted to the appropriate state official.
- E. Finance
 - 1. The state treasurer shall invest funds in government-secured certificates at the highest rate available. The state treasurer shall make these investments with input from the state Finance Committee.
 - 2. Chapters shall be responsible for the meals and, if necessary, lodging of the state president when she visits the chapter.
 - 3. Allocations
 - a. The state editor shall be given a gift of \$1200 annually.
 - b. The state treasurer shall be given a gift of \$1200 annually.
 - c. The state president shall be given a gift of \$750 annually.
 - d. Expenses of the state president, or her duly authorized representative, to international or state conventions, international conferences, and state meetings shall be paid by Wisconsin State Organization.
 - e. An allowance of \$100 per year shall be available to the state treasurer for technical training in maintaining the state's computerized financial records.
 - f. A gift of \$100 shall be sent to the DKG Society International Educational Foundation as a memorial at the time of death of any Wisconsin State Organization president or Wisconsin State Organization past president.
 - g. A gift of \$50 shall be sent as a memorial to Sigma State Foundation, Inc. for any other state officer who dies while in office.
 - h. The mileage rate shall be \$0.25 per mile.
 - i. An amount of \$100 shall be allowed to supplement the expenses of the president of each new chapter if she attends an international convention or international conference within a four-year period from the date of the organization of the chapter. This is a one-time stipend.
 - j. The state Finance Committee shall determine a budget amount for the training of chapter treasurers in procedures and use of Society forms.
 - k. The state Finance Committee shall determine a budget for each state committee.
 - l. An expense voucher with copies of receipts attached is required for any monies paid by the state other than mileage reimbursement.

- m. The state webmaster shall be given a gift of \$500 annually.
4. The state treasurer shall be instructed to deposit all dues, interest, contributions, and investment earnings into the WISCONSIN STATE ORGANIZATION Scholarship Fund.
- a. The WISCONSIN STATE ORGANIZATION Scholarship Fund, the Ernella Hunziker International Studies Scholarship, and the GAEP Fund will retain any money from interest or investment in its own fund.
- b. The state treasurer determines the annual amount of income available from the designated accounts by multiplying the average of the previous three years ending values by 5% and then rounding up to the nearest \$1.00.
- c. The GAEP Fund is to be sustained at a minimum amount of \$10,000.

F. Membership

Chapters may develop a written policy for attendance requirements.

G. Nominations

1. Members of the state Nominations Committee should represent various areas of the state and should have attended at least one state meeting.
2. The state Nominations Committee shall try to select nominees from various areas of the state.
3. The state Nominations Committee chair shall submit the committee's list of nominees to the state president before February 1.

H. Historical Reports

The state historian shall keep all historical materials for five years, at which time these materials shall be added to those already in safekeeping at the State Historical Society, Madison, Wisconsin.

I. Educational Excellence

1. Chapters should submit two copies of the chapter yearbook: one to the state president and one to the state educational excellence chair.
2. All chapters should plan at least four meetings per year that are related to the international program theme and focus.

J. Communications and Marketing

1. Each chapter is encouraged to publish a newsletter for its members. Copies should be sent to the state editor to help her obtain news of chapter activities, to the state communications and marketing chair, and to the state president.
2. The deadline for sending copy for *Wisconsin State News* is the fifteenth of the month preceding the publishing dates of February, June, August, and December.
3. State convention news shall appear in the December and February issues of *Wisconsin State News*. The registration form shall be published in the February issue.
4. Wisconsin State Organization and its chapters that establish methods of electronic communication are encouraged to adhere to the *International Policy for Use of Electronic Communications* in *International Standing Rule 12.5*.

605 K. Scholarships

- 606 1. The state treasurer shall be instructed to deposit all dues, interest, contributions,
607 and investment earnings into the Wisconsin State Organization Scholarship Fund.
608 Further, the state treasurer shall be instructed to retain any money from the interest
609 or investment from the Ernella Hunziker or GAEP Fund in its own fund.
- 610 2. Applicants for a Wisconsin State Organization Scholarship must:
- 611 a. complete the application form for the scholarship electronically,
 - 612 b. secure three letters of recommendation to be submitted electronically,
 - 613 c. submit scanned copies of official or unofficial undergraduate or graduate
614 transcripts electronically,
 - 615 d. send the application, scanned transcripts, and recommendations electronically
616 to the state scholarship committee chair, and
 - 617 e. have all the required materials in the hands of the state scholarship committee
618 chair by March 1 of the year in which the scholarship is to be awarded.
- 619 3. Scholarship recipients will be chosen based on:
- 620 a. current membership status of at least two years,
 - 621 b. service to Delta Kappa Gamma: offices, committee participation, special projects,
622 etc.,
 - 623 c. documentation of professional involvement beyond the classroom,
 - 624 d. community service,
 - 625 e. a clear statement of educational goals,
 - 626 f. proof of acceptance in a graduate or post-graduate program, and
 - 627 g. a complete application.
 - 628 h. The recipient should attend the state meeting, if possible, when the award is
629 presented.
- 630 4. Awards will be determined by:
- 631 a. the course of study followed,
 - 632 b. levels of service to and years of membership in Delta Kappa Gamma,
 - 633 c. community and educational service, and
 - 634 d. the quality of the educational goals statement.
- 635 5. Scholarship winners will only receive reimbursement for coursework begun after
636 award of the scholarship at a state meeting (summer, fall and following spring
637 semesters).
- 638 6. Scholarships will be paid only after proof of payment and proof of successful
639 completion of eligible course work are sent to and received by the state scholarship
640 committee chair.
- 641 7. If a scholarship recipient, for any reason, cannot fulfill the above requirements, it is
642 understood that the remainder of the scholarship is cancelled. Such a recipient,
643 however, may apply for another scholarship at the earliest possible date.
- 644 8. The Wisconsin State Organization Scholarship
- 645 a. is granted to an active state member in good standing for at least two years. It
646 may be used for course work leading to a graduate degree, license renewal, or
647 additional certification. It is not restricted to a full-time student at a graduate
648 school for the regular academic year. The stipend of \$4000 or a lesser amount
649 will be decided on by the state scholarship committee.

- b. may support leadership training of members who are working at the state level in elected or appointed positions to further their expertise in their areas of responsibility upon the recommendation of the state president.
- 9. An applicant may apply for a Delta Kappa Gamma Society International Scholarship or a Wisconsin State Organization Scholarship, but she cannot be awarded both in the same calendar year.
- 10. Fillable application forms can be obtained by downloading them from the Wisconsin State Organization website or by contacting the current state scholarship committee chair.
- 11. Ernella Hunziker International Studies Scholarship
 - a. This scholarship is granted to an active state member in good standing for at least two years who wishes to participate in an international study experience, either abroad or in the United States, though not necessarily toward an advanced degree. Any course taken in the United States must focus on international studies, i.e., international relations, culture, environment, etc. and be approved by the committee.
 - b. It is a stipend of \$1500 or any lesser amount decided upon by the state scholarship committee based on the expenses incurred by the applicant.
 - c. Applicants for the Ernella Hunziker International Studies Scholarship must:
 - 1) complete the Hunziker application form electronically,
 - 2) request funding for an international study experience,
 - 3) not have previously received the Hunziker award,
 - 4) submit the completed application electronically to the state scholarship committee chair, and
 - 5) ensure that the completed application is in the hands of the state scholarship committee chair at least two months prior to the start date of the international study experience.
 - d. The scholarship will be awarded based on:
 - 1) service to:
 - a) the applicant's chapter,
 - b) Wisconsin State Organization, and
 - c) The Delta Kappa Gamma Society International.
 - 2) the importance of the program to the enlightenment of members of The Delta Kappa Gamma Society International, and
 - 3) the depth of the educational experience as outlined in the application.
 - e. Award amounts will be determined based on the length and location of the international studies program.
 - f. If an award recipient, for any reason, is unable to participate in the international study experience, it is understood that the award is cancelled. Such a recipient, however, may apply for another award at the earliest possible date.
 - g. Award payment will be made after the following are received by the state scholarship committee chair:
 - 1) copy(ies) of receipt(s) for payment for the program, and
 - 2) a minimum of a one-page (single spaced) report of the program and its impact

- 695 h. Fillable application forms can be obtained by downloading them from the state
696 website.
- 697 L. Grants-in-Aid for Educational Publication (GAEP)
- 698 1. Eligibility requirements
- 699 a. Applicants must be members in good standing of The Delta Kappa Gamma
700 Society International in the State of Wisconsin.
- 701 b. Applicants must have been members of the Society for two calendar years prior
702 to submitting an application.
- 703 c. Materials should be sufficiently developed so that publication may be realized
704 within a one-year period.
- 705
- 706 M. Lorraine Missling Sigma State Achievement Award
- 707 1. State committee membership shall be in accordance with Bylaw Article IX. Section
708 3.B.7.
- 709 2. The nominee must be an active member of Wisconsin State Organization and The
710 Delta Kappa Gamma Society International. Reserve and honorary members are not
711 eligible for this award.
- 712 3. The nominee must have spent some time in a leadership role in the local chapter by
713 serving as a member of the executive board and by making contributions to chapter
714 committees.
- 715 4. The nominee must have given distinguished and outstanding service to the state by
716 having served in two or more of the following leadership roles:
- 717 a. as a consultant or leader in the conducting of seminars and/or workshops as a
718 result of receiving international study and research awards and/or a state
719 award,
- 720 b. as general chair or co-chair of a state convention, or in some comparable state
721 work,
- 722 c. as a state committee chair, and/or
- 723 d. as a state officer.
- 724 5. The nominee must have been endorsed by the executive board of her chapter, or by
725 the executive board of another chapter with the prior approval of the executive
726 board of the nominee's chapter.
- 727 6. Each chapter may nominate one member of Wisconsin State Organization for this
728 honor. It should be emphasized that the award is given for leadership, not merely
729 the discharge of duties.
- 730 7. Chapters may resubmit names of previous nominees.
- 731 8. No member may receive the award for a second time within a period of ten (10)
732 years.
- 733 9. Current Lorraine Missling Sigma State Achievement Award Committee members
734 and elected state officers are not eligible.
- 735 10. The award will be presented on an annual basis unless the Achievement Award
736 Committee determines there is no nominee who is eligible.
- 737 11. The name of the recipient of the Lorraine Missling Sigma State Achievement Award
738 will be kept secret until the presentation is made at the state convention or state
739 conference.

740 12. Chapter executive boards are responsible for ensuring the attendance of their
741 nominees at the state convention or the state conference. The recipient of the
742 Lorraine Missling Sigma State Achievement Award must be in attendance when the
743 award is presented, unless a medical and/or family emergency prevents her from
744 being present to receive the award. The award will then be presented to her at the
745 next state meeting within the year.