

The Delta Kappa Gamma Society International
WISCONSIN STATE ORGANIZATION

**NOMINATION GUIDE FOR
STATE ELECTED LEADERS**



*Prepared by the 2017-2019 State Nominations Committee
Revised, July 2020*

The Delta Kappa Gamma Society International
WISCONSIN STATE ORGANIZATION
NOMINATION INFORMATION FOR ELECTED STATE LEADERS

The Wisconsin State Organization elects these state leaders at state convention in odd numbered years: state president, state vice-president, state recording secretary, state finance committee (3 members), and state nominations committee (3 members). A list of responsibilities for elected leaders are included in this Guide and published on the state website.

Potential nominees for elected office display these qualities:

Leadership Qualifications:

- Encourages shared leadership
- Inspires, motivates, and empowers members to lead
- Delegates tasks and decision-making responsibility
- Files reports in a timely manner

Personal Qualifications:

- Exhibits excellent people and written communication skills
- Follows through on assigned tasks and projects
- Returns phone calls, messages, and emails in a timely manner
- Uses a computer to send and receive emails, open and send attachments, and access the International and Wisconsin State Organization websites.
- Is willing to participate in meetings via *GoToMeeting* or other electronic means.
- Is comfortable making professional contacts representing the Wisconsin State Organization

Delta Kappa Gamma/Wisconsin State Organization Qualifications:

- Serves as a chapter and/or state officer or committee member.
- Attends DKG state, regional and/or International meetings or conventions.
- Displays an understanding and commitment to the Mission, Vision, and 7 Purposes of The Delta Kappa Gamma Society International

**Active participation in other community organizations is recommended but not required.*

Nominations for elected state leaders must be submitted on the official nomination form. The form is included in this Guide and published on the state website. Completed forms must be submitted to the state nominations chair by October 1 in even numbered years. Contact information for the current chair is available on the state website or from your local chapter president.

Nominations may be submitted by local chapters or individual members if the consent of the nominee is obtained. You may nominate yourself. The WSO Nominations Committee presents profiles of nominees for each elective office and prepares the ballot in accordance with Bylaws, Article VI, Section 6.



DUTIES OF THE STATE ORGANIZATION PRESIDENT

OFFICIAL REPRESENTATION

- Presiding officer of the Wisconsin State Organization Executive Board. Conducts Executive Board meetings at least once a year and calls special meetings, if needed.
- Serves on the DKG International Executive Board representing Wisconsin State Organization.
- Represents Wisconsin State Organization at all International Conferences and Conventions.
- Represents Wisconsin State Organization on the Sigma State Foundation, Inc. Board of Directors.
- Serves ex-officio as a member of all state organization committees, except the Nominations committee.

STATE MEETING RESPONSIBILITIES

- Facilitates Leadership Development training sessions for new chapter officers in even-numbered years.
- Determines the time and place of an Executive Board meeting in even numbered years to accommodate the business of the Executive Board and committee work for the Wisconsin State Organization
- Works with the assigned Convention Rotation Area Team to plan a state convention in the spring of odd numbered years.
- Facilitates Professional Development training opportunities for members and other interested women educators in odd-numbered years.
- Works with the state Leadership Development Committee to plan leadership workshops for the general membership.
- Organizes the orientation session and induction ceremony of state honorary members.
- Approves other workshops deemed necessary by the Executive Board.

FINANCIAL RESPONSIBILITIES

- Approves all expense vouchers before the state treasurer issues payment.
- Approves and signs all contracts for state meeting facilities.
- Appoints a Financial Review Committee to complete an audit/review before August 15 annually. Submits the report of the Financial Review Committee to the state Executive Board for approval

APPOINTMENT RESPONSIBILITIES

- Appoints all state committees, except the Nominations Committee and the Finance Committee.

- Appoints the state editor.
- Appoints the state parliamentarian.
- Names a successor for vacancies that occur in any elected or appointed position.
- Appoints members of the Strategic Action Plan Committee each biennium.
- Appoints two new members each biennium for a six-year term to the Lorraine Missling Achievement Award Committee.
- Appoints members to special committees as authorized.

OTHER RESPONSIBILITIES

- Approves mileage requests from state committees for one meeting per year prior to the meeting.
- Communicates with staff at International Headquarters when requested.
- Prepares the agenda and presides at the business meeting at state convention in odd numbered years.
- Approves plans to publish special monographs or brochures and submits them to the Executive Board for content and financial approval prior to publication.



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DUTIES OF THE STATE ORGANIZATION VICE PRESIDENT

The vice president shall serve as presiding officer in the absence of the president. When a vacancy occurs in the office of the president, the vice president shall become president and serve until the next regular election of officers. She shall perform such other duties as the president or Executive Board shall assign to her including:

- Serves as a member of the state Executive Board and the state Executive Committee.
- Serves as a member of the state Strategic Action Plan Committee
- Serves as chair of the Lorraine Missling Sigma State Achievement Award Committee.
- Represents Wisconsin State Organization on the Sigma State Foundation, Inc. Board of Directors.
- In accordance with current practice, the vice president agrees to serve as Wisconsin State Organization president in the next biennium, if possible.



DUTIES OF THE STATE ORGANIZATION SECRETARY

The secretary shall keep minutes of each meeting of the state organization and furnish the president with a copy of such minutes. She shall accept printed reports from Wisconsin State Organization committee chairs and summarize those reports in the meeting minutes.

The secretary shall serve as secretary to the Executive Board. She serves as a member of the state Executive Board and state Executive Committee.

The secretary shall carry on such correspondence as may be delegated to her by the president.



DUTIES OF THE STATE ORGANIZATION FINANCE COMMITTEE

The committee shall consist of the state treasurer and three members elected at convention in odd-numbered years. The Finance Committee shall designate the chair of the committee, but the treasurer shall not be the chair. The state president shall act as a consultant. The committee shall:

- Supervise the financial affairs of the organization.
- Prepare and submit a proposed budget annually to the Executive Board.
- Provide input to the state treasurer about making investments.
- Determine a budget amount for training chapter treasurers in procedures and use of society forms.
- Determine an annual budget for each state committee.
- The chair of the committee approves the state president's expense vouchers and submits them to the state treasurer for payment.



DUTIES OF THE STATE ORGANIZATION NOMINATIONS COMMITTEE

The committee shall consist of three members elected at convention in odd-numbered years. The members of the state Nominations Committee should represent various areas of the state organization and should have attended at least one state meeting. The Nominations Committee shall designate the chair of the committee. The committee shall present profiles of nominees for each elective office and prepare the ballot in accordance with Bylaws, Article VI, Section 6. The state Nominations Chair shall submit the list of nominees to the state president before February 1 in odd numbered years. The committee shall:

- Submit the name of at least one nominee for each elective office. Consent of the nominee must be obtained.
- Publish the slate of officers, with qualifications, in Wisconsin State News preceding the convention.
- Present the list of candidates to the convention. Additional nominations may be made from the floor. Consent of the nominee must be obtained.
- Prepare the ballot and conduct the election. If there is only one candidate, election may be by voice vote.



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NOMINATION FORM FOR ELECTED STATE LEADERS

Office/Committee to be filled _____

Date _____

Name of Nominee _____

Address _____ City/Zip _____

Telephone _____

Email _____

Educational Background _____

Current Professional Position _____

Professional Experience _____

Delta Kappa Gamma Experience

Chapter _____ Years of DKG membership _____

Current **Chapter DKG** Leadership Role(s):

Past **Chapter DKG** Leadership Role(s):

Current **State DKG** Leadership Role(s):

Past **State DKG** Leadership Role(s):

Current **Regional/ International DKG** Leadership Role(s):

Past **Regional/ International DKG** Leadership Role(s):

Educational Memberships/Awards

Community Service (Church/Civic Organizations) Participation/Awards:

Please confirm that you:

have a working email address

check your email on a regular basis

are willing to participate in electronic meetings (*GoToMeeting*)

Signature _____

Nominations must be submitted by October 1 in even numbered years to the Wisconsin State Organization Nominations Chair. Contact information for the current chair is available on the state website or from your local chapter president. This form is available to download on the Wisconsin State Organization website. Nominations are accepted via electronic or U. S. Mail.