

1 **Bylaws of Wisconsin State Organization**
2 **The Delta Kappa Gamma Society International**
3 *Revised May 2023*

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 **Section 1. Membership**

27 Membership in the Delta Kappa Gamma Society International shall be by invitation. At the
28 time she joins the Society, she becomes a member of the international Society, a state
29 organization, and a chapter. Chapters in the state shall have full power to act in matters of
30 chapter membership, except as restricted by the *Constitution*. An accurate and current
31 membership roster shall be kept by the chapter treasurer. Records for each member should
32 include name, date of induction, reinstatement, and/or termination of membership.

33
34 **Section 2. Classification**

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

- 38 A. An active member shall be a woman who is or has been employed as a professional
39 educator at the time of her election. An active member shall participate in the activities
40 of the society.
- 41 B. Reserve membership shall be granted only to a member who is unable to participate
42 fully in the activities of the chapter because of medical disability, geographic location,
43 and/or no technological connection/skill.
 - 44 1. Reserve status shall be granted by a majority vote of the chapter.
 - 45 2. A reserve member, so requesting, shall be restored to active membership.

- 46 C. Honorary membership may be awarded to women who have rendered notable service
47 to education or to women.
- 48 1. A chapter or state organization honorary member shall be a woman not eligible
49 for active membership who has rendered notable service to education or to
50 women and is elected to honorary membership in recognition of such service.
- 51 2. An international honorary member shall be a woman who has rendered notable
52 service to education or to women, who is elected to honorary membership in
53 recognition of such service, and who is not a current or former member of DKG
54 at the time of election.
- 55 D. Collegiate members shall be undergraduate or graduate students who meet the
56 following criteria:
- 57 1. Bachelor student collegiate members shall:
- 58 a. be enrolled in an institution offering coursework leading to a career in
59 education; and have the intent to continue academically and
60 professionally in the field of education; and
- 61 b. be enrolled within the last two years of their bachelor's education
62 degree.
- 63 2. Graduate/Masters/Doctoral student collegiate members shall have
64 Graduate/Masters/Doctoral standing in an institution offering coursework in the
65 field of education; and have the intent to continue academically and
66 professionally in the field of education.
- 67 When a collegiate member starts her career as a paid educator, she will pay active
68 member dues and become an active member. If a collegiate member does not pursue a
69 career as an educator, her membership will expire upon graduation or withdrawal
70 from the education degree program.
- 71

72 **Section 3. Election**

- 73 A. A candidate for active or collegiate membership shall be selected by the method
74 established by the chapter's rules.
- 75 B. Reserve status shall be granted by a majority vote of the chapter to an active member
76 who requests it.
- 77 C. A candidate for honorary membership at the chapter level shall be elected by the
78 method established by the chapter Executive Board.
- 79 D. A candidate for honorary membership at the state level shall be recommended by the
80 state Membership Committee and elected by the state Executive Board. A four-fifths
81 vote of approval is required. Induction of state honorary members may be conducted at
82 any meeting, such as state convention or conference, area meeting, or chapter meeting.
83 The state president and the chair of the state Membership Committee shall organize the
84 orientation session and induction.
- 85

86 **Section 4. Transfer**

- 87 A member in good standing may transfer from one chapter to another upon notification to
88 Society Headquarters.

89 **Section 5. Termination of Membership**

90 Membership in the Society is terminated by non-payment of dues and fees, resignation, or
91 death. A complete record of members of Wisconsin State Organization whose membership
92 has been terminated shall be kept by the state treasurer. The chapter shall enter the date of
93 a termination into its minutes.

94

95 **Section 6. Reinstatement**

96 A former member shall be reinstated to membership by the chapter receiving the request.
97 The chapter membership chair shall notify the state treasurer when a former member has
98 been reinstated as an active member.

99

100

Article IV

101

Finances

102

Section 1. Annual Dues

103

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

105

106

Section 2. Payment of Dues and Fees

107

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

109

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

110

C. New members shall become members when dues are paid. New members who join
111 between July 1 and December 31 shall pay full international dues for the current fiscal
112 year. New members who join between January 1 and March 31 shall pay half dues. New
113 members joining between April 1 and June 30 shall pay full international dues for the
114 ensuing year. Reinstated members shall pay full annual dues whenever reinstated.
115 Chapter and state organization dues may be pro-rated as the chapter/state organization
116 determines.

117

D. Immediately thereafter, the state organization portion of the dues shall be sent to the
118 state organization treasurer and the international portion to the International
119 Headquarters.

118

119

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

121

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

123

124

125

Section 3. Financial Controls

126

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

128

129

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

130

131

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

132

133

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

134

- 135 E. The report of the annual audit/review shall be submitted to the state Executive Board
136 at the next state convention or state conference.
137 F. Chapter information packets not picked up at the state convention or the state
138 conference will be mailed to the chapters, and the chapters will be billed for postage.
139

140 **Article V**
141 **Organization**

142 **Section 1. Chapters**

- 143 A. Each chapter shall govern the conduct of its business in a manner consistent with the
144 *Constitution* and Bylaws and Standing Rules of Wisconsin State Organization.
145 B. All chapter officers except the chapter treasurer shall be elected in even-numbered
146 years by a majority vote.
147 1. The term of each elected chapter officer shall be two years or until a successor is
148 named. No officer except the chapter treasurer may serve in the same office longer
149 than two terms in succession. All chapter officers shall take office on July 1 following
150 their election.
151 2. The chapter treasurer shall be elected by the chapter Executive Board.
152

153 **Section 2. New Chapters**

- 154 A. A new chapter shall be organized upon recommendation of the state Executive Board
155 with the approval of the state Finance Committee.
156 B. The state membership committee of the sponsoring chapter shall screen applications of
157 candidates for membership in a new chapter.
158 C. Procedures governing the installation of a new chapter shall be recommended by the
159 state Membership Committee and approved by the state Executive Board. These
160 procedures include transfer, reinstatement, and induction of new Society members.
161

162 **Article VI**
163 **Officers and Related Personnel**

164 **Section 1. State Officers**

- 165 A. The state officers shall be president, vice president, and secretary; all elected by the
166 membership at the state convention. The state treasurer shall be elected by the state
167 executive board during even numbered years. The state treasurer shall be bonded with
168 the amount set and paid by the state organization.
169 B. All state officers and related personnel shall be active members in good standing.
170 C. Co-presidents are not advised. Only one name at the state or chapter level may be
171 submitted to Society headquarters for communication purposes.
172

173 **Section 2. Related Personnel**

- 174 A. The state editor shall be appointed by the state president and confirmed by vote of the
175 state Executive Board. She shall serve no more than three consecutive three-year terms.
176 Additional three-year terms are allowed by agreement of the state president and the
177 state editor and confirmed by vote of the state Executive Board.
178 B. The state president shall appoint the state parliamentarian. It is desired that the
179 appointed parliamentarian be a member. Collegiate and honorary members may serve
180 as parliamentarian.

181 C. The state webmaster shall be appointed by the state president and confirmed by vote of
182 the state Executive Board. She shall serve no more than three consecutive three-year
183 terms. Additional three-year terms are allowed by agreement of the state president and
184 state webmaster and confirmed by vote of the state Executive Board.

185

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

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

189

190 **Section 4. Term of Office**

191 A. Officers elected by the state convention in odd-numbered years shall have a term of two
192 years unless otherwise specified, or until a successor has been named.

193 B. No officer except the state treasurer may serve in the office longer than two terms in
194 succession.

195 C. All officers shall take office on July 1 following their election.

196 D. The state treasurer shall be elected by the state Executive Board during even numbered
197 years. She shall serve no more than three consecutive two-year terms. Additional two-
198 year terms are allowed by agreement of the state treasurer and the state Executive
199 Board. Proviso: This change is effective July 01, 2024.

200

201 **Section 5. Vacancies**

202 A. When a vacancy occurs in the office of the state president, the state vice president shall
203 become state president and serve until the next regular election of officers.

204 B. When a vacancy occurs in the office of state vice president, the state president shall
205 name a successor to serve until the next regular election of officers.

206 C. When a vacancy occurs in other state elective or appointive positions, the state
207 president shall name a successor.

208

209 **Section 6. Nominations and Elections**

210 A. A state nominations committee of three members elected by ballot at the state
211 convention in odd-numbered years shall make nominations for office. The state
212 Nominations Committee shall designate the committee chair.

213 1. The committee shall submit the name of at least one nominee for each elective state
214 office. Consent of the nominee must be obtained.

215 2. The slate of state officers, with candidate qualifications, shall be published in
216 *Wisconsin State News* preceding the state convention.

217 3. After the report of the committee has been made to the convention, additional
218 nominations may be made from the floor. Consent of the nominee must be obtained.

219 B. Election shall be a majority of the votes cast in a secret ballot. The requirement for a
220 secret ballot is waived at an electronic meeting. If there is only one candidate, election
221 may be by voice vote.

222 C. The state Nominations Committee shall prepare the ballot and conduct the election.

223 **Article VII**
224 **Meetings**

225 **Section 1. Conventions**

- 226 A. Business of the state shall be conducted at a convention held in odd numbered years at
227 a time and place determined by the state Executive Board for the purpose of receiving
228 reports, enhancing members' personal growth, disseminating Society information, and
229 conducting other business which may properly come before it.
230 B. A quorum shall be a majority of the members who have registered at the convention.
231
232 C. Any member attending a state convention may make motions, enter discussions, and
233 vote except in cases where a roll call vote is taken. A roll call vote as specified in the
234 *Constitution*, Article IX, Section B.2.c. may be ordered
235

236 **Section 2. Conferences**

- 237 A. Business of the state shall be conducted at a conference in even-numbered years at a
238 time and place determined by the state president for the purpose of receiving reports,
239 enhancing members' personal growth, disseminating Society information, and
240 conducting other business which may properly come before it.
241 B. A quorum shall be the majority of the members who have registered at the conference.
242 C. Any member attending a state conference may make motions, enter discussions, and
243 vote except in cases where a roll call vote is taken. A roll call vote as specified in the
244 *Constitution*, Article IX, Section B.2.c. may be taken.
245

246 **Section 3. Other Meetings**

247 Leadership training for incoming chapter officers shall be held in even-numbered years.
248

249 **Section 4. Quorum**

250 The chapter shall determine a quorum for chapter meetings.
251

252 **Section 5. Transacting Business Electronically**

- 253 A. Wisconsin State Organization and the subordinate bodies controlled by its bylaws may
254 transact business electronically so long as all members can hear each other
255 simultaneously and actively participate in the meeting.
256 B. The requirement for a ballot vote is waived at electronic meetings.
257

258 **Article VIII**
259 **Executive Board**

260 **Section 1. State Executive Board**

- 261 A. The members of the state Executive Board shall be the elected officers, the immediate
262 past state president, chapter presidents, and past state presidents. The state treasurer
263 and the state parliamentarian shall be ex-officio members, the parliamentarian without
264 vote and the treasurer, also without vote if under remunerative contract for her
265 services.

- 266 B. The duties of the state Executive Board shall be to:
- 267 1. recommend policies and procedures for consideration at the state convention, at the
- 268 state conference, or by chapters,
- 269 2. examine, modify as necessary, and recommend adoption of the state budget
- 270 prepared and recommended by the state Finance Committee,
- 271 3. approve the appointment of the state treasurer, state editor, and other state
- 272 personnel as needed,
- 273 4. select the time and place of state meetings,
- 274 5. act upon matters requiring immediate decisions between the state convention or
- 275 the state conference, and
- 276 6. oversee and approve the organizing of new chapters.
- 277 C. Meetings of the state Executive Board shall be held at least once each year. The state
- 278 president may call special meetings.
- 279 1. Only members of the state Executive Board may vote.
- 280 2. The presence of a majority of the voting members of the state Executive Board
- 281 constitutes a quorum.
- 282 3. Chapter presidents who are unable to attend state Executive Board meetings should
- 283 appoint an official representative who shall have full privileges of participation.
- 284 4. The state Executive Board shall indicate their voting privilege by the use of a red
- 285 card.
- 286 D. A vote by mail or electronic means is authorized when the issue demands resolution
- 287 sooner than the regularly scheduled meeting.
- 288 E. The members of the state Executive Committee shall be the elected officers: state
- 289 president, state vice president, and state secretary. The state Executive Committee shall
- 290 act for the state Executive Board between board meetings. The state president may
- 291 invite the state treasurer, state parliamentarian, and others to the meetings.
- 292

293 **Section 2. Chapter Executive Boards**

294 Chapter executive boards shall function in accordance with *Constitution*, Article VII, Section

295 C.

296

297 **Article IX**

298 **Committees**

299 **Section 1. Standing Committees**

- 300 A. Society Business
- 301 1. Leadership Development
- 302 2. Finance
- 303 3. Membership
- 304 4. Nominations
- 305 5. Rules
- 306 6. Historian
- 307 7. State Convention
- 308 8. Financial Review
- 309 9. Strategic Action Plan

- 310 B. Society Mission and Purposes
- 311 1. Educational Excellence
- 312 2. Communications and Marketing
- 313 3. Scholarship
- 314 4. World Fellowship
- 315 5. Grants-in-Aid for Educational Publication (GAEP)
- 316 6. Mary Jo Nettlesheim Memorial Literary Competition
- 317 7. Lorraine Missling Sigma State Achievement Award
- 318 8. Action Grant

319

320 **Section 2. General Practices**

- 321 A. All state committees shall be appointed by the state president, except the state
- 322 Nominations Committee and the state Finance Committee.
- 323 B. The state president shall be an ex-officio member of all state committees except the
- 324 state Nominations Committee.
- 325 C. Matters requiring immediate state committee action may be voted upon by mail or by
- 326 electronic means.
- 327 D. State committee meetings shall be held with the approval of the state president.
- 328 E. Reports of work accomplished by state committees shall be submitted in the format
- 329 specified by Society headquarters.

330

331 **Section 3. Duties of Committees**

332 A. Society Business

- 333 1. Leadership Development: The state committee shall work with the state president
- 334 in planning leadership workshops for the general membership and/or training
- 335 sessions for chapter officers and committee chairs. The International Leadership
- 336 Development Committee shares responsibility with the state organization for
- 337 leadership development of state organization and chapter leaders.
- 338 2. Finance
- 339 a. The state committee shall consist of the state treasurer and three members
- 340 elected at the convention in odd-numbered years. The state finance committee
- 341 shall designate the chair of the committee, but the state treasurer shall not be
- 342 the chair.
- 343 b. The state president shall act as a consultant.
- 344 c. The state committee shall supervise the financial affairs of the state organization
- 345 and prepare the annual state budget for adoption at the state convention or the
- 346 state conference.
- 347 3. Membership
- 348 a. The state committee shall evaluate the recommendations of persons proposed
- 349 for state honorary membership and submit names of qualified candidates for
- 350 vote by the state Executive Board.
- 351 b. The state committee shall be responsible for necrology records.
- 352 c. The state membership chair shall be responsible for the memorial service at the
- 353 state convention.
- 354 d. The state committee shall recommend procedures governing the installation of
- 355 new chapters.

- 356 4. Nominations
357 a. The state committee shall consist of three members elected at convention in
358 odd-numbered years. The state Nominations Committee shall designate the
359 chair of the committee.
360 b. The state committee shall present profiles of nominees for each elective office
361 and prepare the ballot in accordance with Bylaws, Article VI, Section 6.
362 5. Rules
363 a. The state committee shall receive, review, and approve proposals for amending
364 and revising the Bylaws and Standing Rules of Wisconsin State Organization.
365 b. The state committee shall submit approved proposed amendments for
366 publication in *Wisconsin State News* not less than thirty days prior to the state
367 convention.
368 c. The state parliamentarian shall act as a consultant.
369 d. The state committee shall review chapter rules to ascertain that they are
370 consistent with the *Constitution* and the Bylaws and Standing Rules of Wisconsin
371 State Organization.
372 e. The state committee shall submit the current Wisconsin State Organization
373 Bylaws and Standing Rules to the International Constitution Committee for
374 review.
375 6. Strategic Action Plan
376 a. The state committee shall provide for a continuous review and updating of
377 identified action steps in the state Strategic Action Plan that implement the
378 seven Purposes, the Mission, and the Vision of the Society.
379 b. The state committee shall consist of the state president, state vice president,
380 immediate state past president, and any other members whose expertise is
381 pertinent to the focus area(s) of the state.
382 c. The state committee members shall be appointed by the state president for a
383 two-year term at the beginning of each biennium.
384 d. The state committee shall meet on a periodic basis, electronically or in person, to
385 review and monitor the state Strategic Action Plan.
386 e. Information regarding the status of the major areas of focus, objectives, and
387 activities shall be presented annually for review at the state convention or the
388 state conference.
389 B. Society Mission and Purposes
390 1. Educational Excellence: The state committee shall promote empowering women,
391 advancing excellence in education, and increasing global awareness in its activities
392 to support program, professional development, research, legislation/U.S. Forum,
393 and music/fine arts as represented within the state.
394 2. Communications and Marketing: The state committee shall promote and stimulate
395 effective communication between and among members at all levels of Society and
396 promote effective internal and external marketing. Membership in this committee
397 shall include the state editor and the state webmaster.
398 3. Scholarship: The state committee shall act on recommendations of the International
399 Scholarship Committee, promote interest and support for scholarships, and award
400 state scholarships for graduate study as well as Ernella Hunziker International
401 Studies Scholarships.

- 402 4. World Fellowship: The state committee shall promote the work of the International
 403 World Fellowship Committee.
- 404 5. Grants-in-Aid for Educational Publication (GAEP): The state committee shall be
 405 responsible for promoting and awarding Grants-in-Aid for Educational Publication
 406 in the state.
- 407 6. Mary Jo Nettlesheim Memorial Literary Competition: The state committee shall
 408 establish rules, prepare promotional materials, select the judging format, and
 409 determine a gift for mileage, if any, for the judges driving to the literary competition
 410 state judging site.
- 411 7. Lorraine Missling Sigma State Achievement Award
- 412 a. The state vice president shall act as chair.
- 413 b. The state president shall appoint two new members each biennium for a six-year
 414 term.
- 415 c. The state committee shall follow the criteria for selecting the Lorraine Missling
 416 Sigma State Achievement Award recipient as stated in Standing Rule III, M.
- 417 8. Action Grant
- 418 a. The state committee shall design the application for action grants to chapters for
 419 literacy projects.
- 420 b. The state committee shall review applications and determine monetary awards
 421 at a designated meeting.

422
 423 **Section 4. Special Committees**

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

426
 427 **Article X**
 428 **Activities and Funds**

429 **Section 1. Scholarships**

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

438
 439 **Section 2. Publications**

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

446 **Section 3. Funds**

- 447 A. The Available Fund shall consist of dues, contributions, and miscellaneous income.
448 Expenditures may be made as authorized by the state Executive Board upon
449 recommendation of the state Finance Committee.
- 450 B. The Permanent Fund shall be maintained as authorized by the *Constitution*, Article IV,
451 Section F. 3. Specifically, the principal of the state organization permanent fund shall be
452 used for the following:
- 453 1. purchasing induction paraphernalia;
 - 454 2. purchasing articles and equipment of a permanent nature;
 - 455 3. technology-related upgrades and licenses for computer software;
 - 456 4. renting office space;
 - 457 5. constructing a headquarters building; and
 - 458 6. furnishing a headquarters building.
- 459 C. The Scholarship Fund shall be a fund established from the scholarship fees and
460 contributions as authorized by the *Constitution*, Article IV, Section F. 2.

461

462 **Section 4. Special Funds**

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

465

466

Article XI

467

Parliamentary Authority

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

471

472

Article XII

473

Amendments

474 **Section 1. Amendments to Wisconsin State Organization Bylaws**

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

487

488 **Section 2. Amendments to Wisconsin State Organization Standing Rules**

- 489 A. Wisconsin State Organization Standing Rules may be amended at any state Executive
490 Board meeting.

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

501
502 **Section 3.**

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

510
511 **Article XIII**

512 **Sigma State Foundation, Inc.**

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

519
520 **Article XIV**
521 **Dissolution**

522 **Section 1.**

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

- 525 A. All liabilities and obligations shall be paid and satisfied, or adequate provision shall be
526 made therefore.
527 B. The state Executive Board shall determine specific procedures for liquidating the
528 remaining assets and shall supervise the disbursement of funds.

529
530 **Section 2.**

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

532
533 **Section 3.**

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

536 **Standing Rules of Wisconsin State Organization**
537 **The Delta Kappa Gamma Society International**
538 *Revised May 2023*
539

540 **I. Officers**

- 541 A. The election of chapter officers should be completed by March in even-numbered years
542 in order for incoming chapter officers and committee chairs to attend the state
543 conference.
544
- 545 B. When a chapter president is unable to attend a meeting of the state Executive Board,
546 she should notify the state president of her official representative.
547
- 548 C. Past state presidents should be included in all mailing lists.
549
- 550 D. All state officers, the state parliamentarian, state committee chairs, state editor, and
551 state webmaster shall be reimbursed for mileage for all state Executive Board meetings.
552

553 **II. Meetings**

- 554 A. State Convention
555 1. The state convention shall be held in the spring of odd numbered years.
556 2. Sites for the state conventions shall be chosen at least two years in advance.
557 3. Contracts for the convention facilities shall be signed by the state convention chair
558 and the current state president.
559 4. After all expenses are paid, including advance money received from the state, the
560 state Convention Committee will give the profits to the state or to Sigma State
561 Foundation, Inc. Any deficit is paid by the state.
562
- 563 B. State Conference
564 1. Business of the state shall be conducted at a conference in even-numbered years at a
565 time and place determined by the state president for the purpose of receiving
566 reports, enhancing members' personal growth, disseminating Society information,
567 and conducting other business which may properly come before it.
568
- 569 C. Other Meetings
570 1. Leadership Development training sessions shall be held for new chapter officers in
571 even-numbered years.
572 a. Site(s) shall be determined by the state president.
573 b. The training team shall be the state president, the state treasurer, and others
574 designated by the president.
575 c. All mileage expenses of the team shall be paid by the state.
576 2. Professional Development training sessions shall be held in odd-numbered years for
577 members and other interested women educators.
578 3. Other workshops may be held at the discretion of the state president and state
579 Executive Board. Workshops may be held at the time of the state convention as well
580 as the state conference.
581

III. State Committees and Reports

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- 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.

- 628 m. The state webmaster shall be given a gift of \$500 annually.
629 4. The state treasurer shall be instructed to deposit all dues, interest, contributions,
630 and investment earnings into the Wisconsin State Organization Scholarship Fund.
631 a. The Wisconsin State Organization Scholarship Fund, the Ernella Hunziker
632 International Studies Scholarship, and the GAEP Fund will retain any money
633 from interest or investment in its own fund.
634 b. The state treasurer determines the annual amount of income available from the
635 designated accounts by multiplying the average of the previous three years
636 ending values by 5% and then rounding up to the nearest \$1.00.
637 c. The GAEP Fund is to be sustained at a minimum amount of \$10,000.
638

639 F. Membership

640 Chapters may develop a written policy for attendance requirements.
641

642 G. Nominations

- 643 1. Members of the state Nominations Committee should represent various areas of the
644 state and should have attended at least one state meeting.
645 2. The state Nominations Committee shall try to select nominees from various areas of
646 the state.
647 3. The state Nominations Committee chair shall submit the committee's list of
648 nominees to the state president before February 1.
649

650 H. Historical Reports

651 The state historian shall keep all historical materials for five years, at which time these
652 materials shall be added to those already in safekeeping at the State Historical Society,
653 Madison, Wisconsin.
654

655 I. Educational Excellence

- 656 1. Chapters should submit two copies of the chapter yearbook: one to the state
657 president and one to the state educational excellence chair.
658 2. All chapters should plan at least four meetings per year that are related to the
659 international program theme and focus.
660

661 J. Communications and Marketing

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

- 673 K. Scholarships
674
675 1. The state treasurer shall be instructed to deposit all dues, interest, contributions,
676 and investment earnings into the Wisconsin State Organization Scholarship Fund.
677 Further, the state treasurer shall be instructed to retain any money from the interest
678 or investment from the Ernella Hunziker or GAEP Fund in its own fund.
679 2. Applicants for a Wisconsin State Organization Scholarship must:
680 a. complete the application form for the scholarship electronically,
681 b. secure three letters of recommendation to be submitted electronically,
682 c. submit scanned copies of official or unofficial undergraduate or graduate
683 transcripts electronically,
684 d. send the application, scanned transcripts, and recommendations electronically
685 to the state scholarship committee chair, and
686 e. have all the required materials in the hands of the state scholarship committee
687 chair by March 1 of the year in which the scholarship is to be awarded.
688 3. Scholarship recipients will be chosen based on:
689 a. current membership status of at least two years,
690 b. service to Delta Kappa Gamma: offices, committee participation, special projects,
691 etc.,
692 c. documentation of professional involvement beyond the classroom,
693 d. community service,
694 e. a clear statement of educational goals,
695 f. proof of acceptance in a graduate or post-graduate program, and
696 g. a complete application.
697 h. The recipient should attend the state meeting, if possible, when the award is
698 presented.
699 4. Awards will be determined by:
700 a. the course of study followed,
701 b. levels of service to and years of membership in Delta Kappa Gamma,
702 c. community and educational service, and
703 d. the quality of the educational goals statement.
704 5. Scholarship winners will only receive reimbursement for coursework begun after
705 award of the scholarship at a state meeting (summer, fall and following spring
706 semesters).
707 6. Scholarships will be paid only after proof of payment and proof of successful
708 completion of eligible course work are sent to and received by the state scholarship
709 committee chair.
710 7. If a scholarship recipient, for any reason, cannot fulfill the above requirements, it is
711 understood that the remainder of the scholarship is cancelled. Such a recipient,
712 however, may apply for another scholarship at the earliest possible date.
713 8. The Wisconsin State Organization Scholarship
714 a. is granted to an active state member in good standing for at least two years. It
715 may be used for course work leading to a graduate degree, license renewal, or
716 additional certification. It is not restricted to a full-time student at a graduate
717 school for the regular academic year. The stipend of \$4000 or a lesser amount
will be decided on by the state scholarship committee.

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

- 763 h. Fillable application forms can be obtained by downloading them from the state
764 website.
- 765 L. Grants-in-Aid for Educational Publication (GAEP)
- 766 1. Eligibility requirements
- 767 a. Applicants must be members in good standing of The Delta Kappa Gamma
768 Society International in the State of Wisconsin.
- 769 b. Applicants must have been members of the Society for two calendar years prior
770 to submitting an application.
- 771 c. Materials should be sufficiently developed so that publication may be realized
772 within a one-year period.
- 773
- 774 M. Lorraine Missling Sigma State Achievement Award
- 775 1. State committee membership shall be in accordance with Bylaw Article IX. Section
776 3.B.7.
- 777 2. The nominee must be an active member of Wisconsin State Organization and The
778 Delta Kappa Gamma Society International. Reserve and honorary members are not
779 eligible for this award.
- 780 3. The nominee must have spent some time in a leadership role in the local chapter by
781 serving as a member of the executive board and by making contributions to chapter
782 committees.
- 783 4. The nominee must have given distinguished and outstanding service to the state by
784 having served in two or more of the following leadership roles:
- 785 a. as a consultant or leader in the conducting of seminars and/or workshops as a
786 result of receiving international study and research awards and/or a state
787 award,
- 788 b. as general chair or co-chair of a state convention, or in some comparable state
789 work,
- 790 c. as a state committee chair, and/or
- 791 d. as a state officer.
- 792 5. The nominee must have been endorsed by the executive board of her chapter, or by
793 the executive board of another chapter with the prior approval of the executive
794 board of the nominee's chapter.
- 795 6. Each chapter may nominate one member of Wisconsin State Organization for this
796 honor. It should be emphasized that the award is given for leadership, not merely
797 the discharge of duties.
- 798 7. Chapters may resubmit names of previous nominees.
- 799 8. No member may receive the award for a second time within a period of ten (10)
800 years.
- 801 9. Current Lorraine Missling Sigma State Achievement Award Committee members
802 and elected state officers are not eligible.
- 803 10. The award will be presented on an annual basis unless the Achievement Award
804 Committee determines there is no nominee who is eligible.
- 805 11. The name of the recipient of the Lorraine Missling Sigma State Achievement Award
806 will be kept secret until the presentation is made at the state convention or state
807 conference.

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