

Bylaws of Sigma State Organization of Wisconsin
The Delta Kappa Gamma Society International
Revised April 2017

Article I
Name

Section 1.

The name of this state organization shall be Sigma State Organization of Wisconsin of The Delta Kappa Gamma Society International, hereinafter referred to as Sigma State Wisconsin.

Section 2.

A Greek letter or a combination of Greek letters shall designate each chapter in Sigma State Wisconsin.

Article II
Object

The object of Sigma State Wisconsin shall be to:

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

Article III
Membership

Section 1.

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

Section 2.

Chapters in the state shall have full power to act in matters of chapter membership, except as restricted by the *Constitution*. Membership records shall be kept at the chapter level. Records for each member should include name, date of initiation, reinstatement, and/or termination of membership.

Section 3. State Honorary Members

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

Section 4. Termination of Membership

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

Section 5. Reinstatement

The chapter membership chair shall notify the state membership chair 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 Executive Board at the annual convention in odd-numbered years.
- B. Annual dues and scholarship fees shall be paid no later than October 31 of each year. On November 1 members shall be dropped for nonpayment of dues and fees.

Section 2. Payment of Dues and Fees

- A. An initiation fee of \$10 shall be required of all members except honorary members.
- B. A scholarship fee of \$1 shall be paid annually by each active and reserve member.
- C. Members initiated on or after July 1 and before April 1 shall pay initiation fees, dues and scholarship fees at the time of initiation. Members reinstated on or after July 1 and before April 1 shall pay dues and scholarship fees only. Immediately after the initiation or reinstatement, the state and international portions of the dues and fees shall be sent to the state treasurer.
- D. Members initiated on or after April 1 and before July 1 shall pay only initiation fees at the time of initiation. Immediately thereafter, the state and international portions of the fees shall be sent to the state treasurer. Members reinstated on or after April 1 and before July 1 shall pay no fees at the time of reinstatement. Dues and scholarship fees for the ensuing year shall be paid no later than October 31.
- E. The initiating unit of Sigma State Wisconsin shall pay a lifetime fee in the amount of \$49.50 for each honorary member at the time of initiation.

Section 3. Financial Controls

- A. The Finance Committee shall submit a proposed operating budget (Available Fund) annually to the Executive Board. Operating budget approval shall require a two-thirds majority vote of the Executive Board.
- B. The Finance Committee chair shall approve the 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 Financial Review Committee appointed by the president.
- E. The report of the annual audit/review shall be submitted to the Executive Board at the fall Executive Board meeting.

- F. Chapter information packets not picked up at a convention or Executive Board meeting will be mailed to the chapters and the chapters will be billed for postage.

Article V Organization

Section 1. Chapters

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

Section 2. New Chapters

- A. A new chapter shall be organized upon recommendation of the state Expansion Committee, if approved by the state Executive Board.
- B. The Membership Committee of the sponsoring chapter shall screen applications of candidates for membership in a new chapter.
- C. Procedures governing the installation of a new chapter shall be recommended by the Expansion Committee and approved by the Executive Board. These procedures include transfer, reinstatement, and initiation of new Society members.

Article VI Officers and Related Personnel

Section 1. State Officers

- A. The state officers shall be president, first vice president, second vice president, recording secretary, and corresponding secretary; all elected by the membership at the state convention. The treasurer shall be elected by the state Executive Board.
- B. All state officers and related personnel shall be members in good standing.
- C. Co-presidents are not advised. Only one name at the state or chapter level may be submitted to society headquarters for communication purposes.

Section 2. Related Personnel

- A. The state editor shall be appointed by the president and confirmed by vote of the Executive Board. She shall serve a three-year term with two successive renewals by agreement of the editor and Executive Board. The decision shall be determined one year in advance of renewal.
- B. The state president shall appoint the state parliamentarian. It is desired that the appointed parliamentarian be a member.

Section 3. Duties of the Officers

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

Section 4. Term of Office

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

Section 5. Vacancies

- A. When a vacancy occurs in the office of the president, the first vice president shall become president and serve until the regular election of officers.
- B. When a vacancy occurs in the office of first vice president, the second vice president shall succeed and serve until the next regular election of officers.
- C. When a vacancy occurs in other elective or appointive positions, the president shall name a successor.

Section 6. Nominations and Elections

- A. A state Nominations Committee of three members elected by ballot at the state convention in odd-numbered years shall make nominations for office. The Nominations Committee shall designate the committee chair.
 - 1. The committee shall submit the name of at least one nominee for each elective office. Consent of the nominee must be obtained.
 - 2. The slate of officers, with candidate qualifications, shall be published in the *Sigma State News* preceding the state convention.
 - 3. After the report of the committee has been made to the convention, additional nominations may be made from the floor. Consent of the nominee must be obtained.
- B. Election shall be a majority of the votes cast in a secret ballot. If there is only one candidate, election may be by voice vote.
- C. The Nominations Committee shall prepare the ballot and conduct the election.

Article VII Meetings

Section 1. Conventions

- A. Business of the state shall be conducted annually at a convention held at a time and place determined by the Executive Board for the purpose of receiving reports and adopting policy and other business which may properly come before it.
- B. A quorum shall be a majority of the members who have registered at the convention.
- C. Any member attending a state convention may make motions, enter discussions, and vote except in cases where a roll call vote is taken. A roll call vote as specified in the *Constitution*, Article IX, Section B.2.c, may be ordered.

Section 2. Other Meetings

- A. A fall Executive Board meeting shall be held each year for the purposes of enhancing members' personal growth, disseminating Society information, and voting on matters which cannot wait until the spring convention.
- B. Leadership training for incoming chapter officers shall be held in even-numbered years.

Section 3. Quorum

The chapter shall determine a quorum for chapter meetings.

Article VIII Executive Board

Section 1. State Executive Board

- A. The members of the Executive Board shall be the elected officers, the immediate past state president, chapter presidents, and past state presidents. The treasurer and the parliamentarian shall be ex-officio members, the parliamentarian without vote and the treasurer, also without vote if under remunerative contract for her services.
- B. The duties of the Executive Board shall be to:
 - 1. recommend policies and procedures for consideration by the state convention or chapters,
 - 2. examine, modify as necessary, and recommend adoption of the state budget prepared and recommended by the Finance Committee,
 - 3. approve the appointment of the treasurer, state editor, and other personnel as needed,
 - 4. select the time and place of state meetings,
 - 5. act upon matters requiring immediate decisions between conventions, and
 - 6. approve the organizing of new chapters.
- C. Meetings of the Executive Board shall be held at least once each year. The president may call special meetings.
 - 1. Only members of the Executive Board may vote.
 - 2. The presence of a majority of the voting members of the Board constitutes a quorum.
 - 3. Chapter presidents who are unable to attend state Executive Board meetings should appoint an official representative who shall have full privileges of participation.
 - 4. The Executive Board shall indicate their voting privilege by the use of a red card.
- D. A vote by mail or electronic means is authorized when the issue demands resolution sooner than the regularly scheduled meeting.
- E. The members of the Executive Committee shall be the elected officers: president, first vice president, second vice president, recording secretary, and corresponding secretary. The Executive Committee shall act for the Executive Board between board meetings. The president may invite the treasurer, parliamentarian, and others to the meetings.

Section 2. Chapter Executive Boards

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

Article IX Committees

Section 1. Standing Committees

- A. Society Business
 - 1. Expansion
 - 2. Leadership Development
 - 3. Finance
 - 4. Membership
 - 5. Nominations
 - 6. Rules
 - 7. Historian
 - 8. State Convention
 - 9. Financial Review
 - 10. Strategic Action Plan
- B. Society Mission and Purposes
 - 1. Educational Excellence
 - 2. Communication and Technology
 - 3. Scholarship
 - 4. World Fellowship
 - 5. Grants-in-Aid to Educational Publication (GAEP)
 - 6. Mary Jo Nettlesheim Memorial Literary Competition
 - 7. Lorraine Missling Sigma State Achievement Award
 - 8. Action Grant

Section 2. General Practices

- A. All committees shall be appointed by the president, except the Nominations Committee and the Finance Committee.
- B. The president shall be an ex-officio member of all committees except the Nominations Committee.
- C. Matters requiring immediate committee action may be voted upon by mail or by electronic means.
- D. Committee meetings shall be held with the approval of the president.
- E. Reports of work accomplished by committees shall be submitted on forms supplied by Society headquarters.

Section 3. Duties of Committees

- A. Society Business
 - 1. Expansion
 - a. The committee shall be responsible for expansion in the state
 - b. The treasurer shall act as a consultant.
 - 2. Leadership Development: The 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.
 - 3. Finance

- a. The committee shall consist of the treasurer and three members elected at the convention in odd-numbered years. The Finance Committee shall designate the chair of the committee, but the treasurer shall not be the chair.
 - b. The president shall act as a consultant.
 - c. The committee shall supervise the financial affairs of the organization and prepare the annual budget for adoption at the state convention.
4. Membership
- a. The committee shall evaluate the recommendations of persons proposed for state honorary membership and submit names of qualified candidates for vote by the Executive Board.
 - b. The committee shall be responsible for membership and necrology records.
 - c. The membership chair shall be responsible for the memorial service at the state convention.
5. Nominations
- a. The committee shall consist of three members elected at conventions in odd-numbered years. The Nominations Committee shall designate the chair of the committee.
 - b. The committee shall present profiles of nominees for each elective office and prepare the ballot in accordance with Bylaws, Article VI, Section 6.
6. Rules
- a. The committee shall receive, review, and approve proposals for amending and revising the Bylaws and Standing Rules.
 - b. The committee shall submit approved proposed amendments for publication in the *Sigma State News* not less than thirty days prior to the state convention.
 - c. The parliamentarian shall act as a consultant.
 - d. The committee shall review chapter standing rules to ascertain that they are consistent with the Constitution and the Bylaws of Sigma State Wisconsin.
 - e. The committee shall submit the current Sigma State Wisconsin Bylaws and Standing Rules to the International Constitution Committee for review.
7. Strategic Action Plan
- a. The committee shall provide for a continuous review and updating of identified action steps in the state Strategic Action Plan that implement the Seven Purposes, the Mission, and the Vision of the Society.
 - b. The committee shall consist of the state president, first vice president, second vice president, immediate past president, and any other members whose expertise is pertinent to the focus area(s) of the state.
 - c. The committee members shall be appointed by the president for a two-year term at the beginning of each biennium.
 - d. The committee shall meet on a periodic basis, electronically or in person, to review and monitor the Strategic Action Plan.
 - e. Information regarding the status of the major areas of focus, objectives, and activities shall be presented annually for review at the state convention.
- B. Society Mission and Purposes
- 1. Educational Excellence: The committee shall promote empowering women, advancing excellence in education, and increasing global awareness in its activities

to support program, professional development, research, legislation/U.S. Forum, and music/fine arts as represented within the state.

2. Communications and Technology: The committee shall be responsible for development of resources to promote The Delta Kappa Gamma Society International, publicity and public relations, as well as the improvement of chapter newsletters. Membership in this committee shall include the state editor and the state webmaster.
3. Scholarship: The committee shall act on recommendations of the International Scholarship Committee, promote interest and support for scholarships, and award state scholarships for graduate study, as well as hostelships and Ernella Hunziker International Studies Scholarships.
4. World Fellowship: The committee shall promote the work of the International World Fellowship Committee.
5. Grants-in-Aid for Educational Publication (GAEP): The committee shall be responsible for promoting and awarding Grants-in-Aid for Educational Publication in the state.
6. Mary Jo Nettesheim Memorial Literary Competition: The committee establishes rules, prepares promotional materials, selects the judging format, and determines a gift for mileage, if any, for the judges driving to the literary competition state judging site.
7. Lorraine Missling Sigma State Achievement Award
 - a. The state second vice president shall act as chair.
 - b. The president shall appoint two new members each biennium for a six-year term.
 - c. The committee shall follow the criteria for selecting the Lorraine Missling Sigma State Achievement Award recipient as stated in Standing Rule III, M.
8. Action Grant
 - a. The committee shall design the application for Action Grants to Chapters for Literacy Projects.
 - b. The committee shall review applications and determine monetary awards at a designated meeting.

Section 4. Special Committees

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

Section 2. Publications

- A. *Sigma State News* shall be published three times each year and sent to all state members.
- B. Plans to publish special monographs or brochures shall be approved by the president and submitted to the Executive Board for content and financial approval. The document(s) shall be approved by the 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 Executive Board upon recommendation of the 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 Mary Jo Nettesheim Memorial Literary Competition fund is established for income and expenses associated with the management of the competition.
- C. The Elderhostel Fund is for partial tuition for Elderhostel recipients and is administered by the Scholarship Committee.

Article XI Parliamentary Authority

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

Article XII Amendments

Section 1. Amendments to Sigma State Wisconsin 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 Rules Committee by a member or members. Proposed amendments shall be submitted to the 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 *Sigma 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 Executive Board before being submitted to the convention. If necessary, proposed amendments may be sent by electronic means to the Executive Board for approval.

Section 2. Amendments to Sigma State Wisconsin Standing Rules

- A. Sigma State Wisconsin Standing Rules may be amended at any state convention.
- B. Proposed amendments to the standing rules may be submitted to the Rules Committee by a member or members.
- C. Proposed amendments will be published prior to the state convention in *Sigma 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.

Adopted amendments will take effect immediately upon adoption unless a proviso states otherwise.

Article XIII Sigma State Foundation, Inc.

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

Article XIV Dissolution

Section 1.

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

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

Section 2.

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

Section 3.

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

Standing Rules of Sigma State Organization of Wisconsin
The Delta Kappa Gamma Society International
Revised April 2017

I. Officers

- A. The election of chapter officers should be completed by March in order for incoming chapter officers and committee chairs to attend the state convention.
- B. When a chapter president is unable to attend a meeting of the state Executive Board, she should notify the state president of her official representative.
- C. Past state presidents should be included in all mailing lists.
- D. All state officers, the state parliamentarian, state committee chairs, state editor, and state webmaster shall be reimbursed for mileage for all state Executive Board meetings.

II. Conventions and Meetings

- A. State Convention
 - 1. The state convention shall be held one weekend in April or May.
 - 2. Sites for the state conventions shall be chosen at least three years in advance.
 - 3. Contracts for the convention facilities shall be signed by the convention chair and the current state president.
 - 4. After all expenses are paid, including advance money received from the state, the Convention Committee will give the profits to the state or to Sigma State Foundation, Inc. Any deficit is paid by the state.
- B. Fall Executive Board Meeting
 - 1. A fall meeting of the Executive Board may be held during the month of September. The place and time shall be set by the state president and notification sent no less than thirty days prior to the meeting.
 - 2. Workshops may be held at the time of the state convention as well as at the fall Executive Board meeting.
- C. Other Meetings
 - 1. Leadership Development training sessions shall be held for new chapter officers in even-numbered years.
 - a. Site(s) shall be determined by the state president.
 - b. The training team shall be the state president, the state treasurer, and others designated by the president.
 - c. All mileage expenses of the team shall be paid by the state.
 - 2. Professional Development training sessions shall be held in odd-numbered years for members and other interested women educators.
 - 3. Other workshops may be held at the discretion of the state president and Executive Board.

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 recording 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 treasurer shall make these investments with input from the 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, regional conferences, and state meetings shall be paid by Sigma State.
 - 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 Sigma State Wisconsin president or Sigma State Wisconsin 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 two and a half times the rate established by the Internal Revenue Service for Charitable Organizations as of July 1 of each fiscal year.
 - 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 regional conference within a four-year period from the date of the organization of the chapter. This is a one-time stipend.
 - j. The Finance Committee shall determine a budget amount for the training of chapter treasurers in procedures and use of Society forms.

- k. The Finance Committee shall determine an annual 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. Each year the treasurer shall submit to the chair of the Scholarship Committee and the chair of the Grants-in-Aid for Educational Publication (GAEP) Committee a letter detailing the amount of money available for awards in each of the scholarship categories. This determination shall be made after identifying any outstanding awards yet to be paid and then based on the following formula:
 - a. Duling, Founders and Reichert Scholarships
 - 1) Allocate five percent of the total net value of the individual scholarship fund based on figures from June 30 of the previous fiscal year.
 - 2) Allocate one-half of any dues collected for that scholarship during the previous fiscal year.
 - 3) Round the final amount up to a figure ending with two zeros and no cents.
 - b. Ernella Hunziker International Studies Scholarship
 - 1) Allocate five percent of the total net value of the Hunziker Fund based on figures from June 30 of the previous fiscal year.
 - 2) Round the final amount up to a figure ending with three zeros and no cents.
 - c. Grants-in-Aid for Educational Publication (GAEP).
 - 1) Allocate five percent of the total net value of the GAEP Fund based on figures from June 30 of the previous fiscal year.
 - 2) Allocate one-half of any dues collected for GAEP during the previous fiscal year.
 - 3) Round the final amount up to a figure ending with two zeros and no cents.
 - 4) 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 Technology

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

K. Scholarships

1. The state treasurer shall be instructed to deposit the interest on bonds and scholarship accounts in either the Duling or the Founders Scholarship Funds, whichever is more in need. Further, the treasurer shall be instructed to deposit the interest on the Ernella Hunziker bequest account in the Ernella Hunziker International Studies Scholarship Fund.
2. Applicants for Sigma State Wisconsin Graduate Study Scholarships (Founders, Duling) must:
 - a. complete the application form for the scholarship by printing neatly or word-processing,
 - b. secure three letters of recommendation,
 - c. arrange for the official undergraduate and graduate transcripts with official seals, not copies,
 - d. send the application, recommendations, and official transcripts to the state scholarship committee chair by U.S. mail, and
 - e. make sure that all the required materials are in the hands of the state scholarship committee chair by March 1 of the year in which the scholarship is to be awarded.
3. Scholarship winners will be chosen from among the applicants based on:
 - a. current membership status of at least two years,
 - b. service to Delta Kappa Gamma: offices, committee participation, special projects, etc.,
 - c. documentation of professional involvement beyond the classroom,
 - d. community service,
 - e. a clear statement of educational goals,
 - f. proof of acceptance in a graduate or post-graduate program,
 - g. a complete application, and

- h. ability to attend state convention when the award is presented.
- 4. Awards will be determined by:
 - a. the course of study followed,
 - b. levels of service to and years of membership in Delta Kappa Gamma,
 - c. community and educational service, and
 - d. the quality of the educational goals statement.
- 5. Scholarship winners will only receive reimbursement for coursework begun after award of the scholarship at state convention (summer, fall and following spring semesters).
- 6. Scholarships will be paid only after proof of payment and proof of successful completion of eligible course work are sent to and received by the state scholarship committee chair.
- 7. If a scholarship recipient, for any reason, cannot fulfill the above requirements, it is understood that the remainder of the scholarship is cancelled. Such a recipient, however, may apply for another scholarship at the earliest possible date.
- 8. Hazel Duling Scholarship. The Hazel Duling Scholarship (a stipend of \$4000 or any lesser amount decided on by the scholarship committee) is granted to an active state member who has been a member in good standing for at least two years for advanced graduate study at the doctoral level.
- 9. Founders Scholarship
 - a. This scholarship is granted to an active state member in good standing for at least two years for work beyond a bachelor's degree and may be used for coursework leading to license renewal, recertification, or additional certification.
 - b. It is not restricted to a full-time student at a graduate school for the regular academic year.
 - c. The stipend of \$4000 or a lesser amount will be decided on by the committee.
- 10. C. L. Reichert Scholarship Fund
 - a. The interest is deposited into either the Duling or Founders Scholarship Fund.
 - b. The principal may be used to award Duling or Founders Scholarships at the discretion of the Scholarship Committee.
- 11. An applicant may apply for a Delta Kappa Gamma Society International Scholarship or a Sigma State Wisconsin scholarship, but she cannot be awarded both in the same calendar year.
- 12. Application forms can be obtained by contacting the current scholarship committee chair or downloading them from the Sigma State Wisconsin website.
- 13. 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, etc. and be approved by the committee.
 - b. It is a stipend of \$1000 or any lesser amount decided upon by the scholarship committee.
 - c. Applicants for the Ernella Hunziker International Studies Scholarship must:

- 1) complete the Hunziker application form, which may be printed neatly or word processed,
 - 2) request funding for a travel study experience,
 - 3) not have been a previous recipient of the Hunziker award,
 - 4) submit the completed application to the state scholarship committee chair by U.S. mail, 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 travel experience.
- d. The scholarship will be awarded based on:
- 1) service to:
 - a) the applicant's chapter,
 - b) Sigma State Wisconsin, 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 travel 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
 - 2) a minimum of a one-page (single spaced) report of the program and its impact
- h. Application forms can be obtained by contacting the current state scholarship committee chair or downloading them from the state website.

L. Grants-in-Aid for Educational Publication (GAEP)

1. Eligibility requirements
 - a. Applicants must be members in good standing of The Delta Kappa Gamma Society International in the State of Wisconsin.
 - b. Applicants must have been members of the Society for two calendar years prior to submitting an application.
 - c. Materials should be sufficiently developed so that publication may be realized within a one-year period.

M. Lorraine Missling Sigma State Achievement Award

1. Committee membership shall be in accordance with Bylaw Article IX. Section 3. B.7.
2. The nominee must be an active member of Sigma State Wisconsin and The Delta Kappa Gamma Society International. Reserve and honorary members are not eligible for this award.

3. The nominee must have spent some time in a leadership role in the local chapter by serving as a member of the executive board and by making contributions to chapter committees.
4. The nominee must have given distinguished and outstanding service to the state by having served in two or more of the following leadership roles:
 - a. as a consultant or leader in the conducting of seminars and/or workshops as a result of receiving international study and research awards and/or a state award,
 - b. as general chair or co-chair of a state convention, or in some comparable state work,
 - c. as a state committee chair, and/or
 - d. as a state officer.
5. The nominee must have been endorsed by the executive board of her chapter, or by the executive board of another chapter with the prior approval of the executive board of the nominee's chapter.
6. Each chapter may nominate one member of Sigma State Wisconsin for this honor. It should be emphasized that the award is given for leadership, not merely the discharge of duties.
7. Chapters may resubmit names of previous nominees.
8. No member may receive the award for a second time within a period of ten (10) years.
9. Current Lorraine Missling Sigma State Achievement Award Committee members and elected state officers are not eligible.
10. The award will be presented on an annual basis unless the Achievement Award Committee determines there is no nominee who is eligible.
11. The name of the recipient of the Lorraine Missling Sigma State Achievement Award will be kept secret until the presentation is made at the state convention.
12. Chapter executive boards are responsible for ensuring the attendance of their nominees at state convention. The recipient of the Lorraine Missling Sigma State Achievement Award **MUST** be in attendance at state convention unless a medical and/or family emergency prevents her from being present to receive the award. The award will then be presented to her at the fall Executive Board meeting or other state meeting within the year.