

1 **Chapter Rules**

2
3 **I. Name**

4 The name of this chapter, chartered April
5 19, 1982, shall be Upsilon Chapter, Alpha Xi
6 State Organization, The Delta Kappa Gamma
7 Society International, hereinafter also known as
8 Upsilon Chapter.
9

10 **II. Purposes, Mission, and Vision**
11 **Statements**

12 The purposes of Upsilon Chapter shall be
13 the seven purposes of The Delta Kappa
14 Gamma Society International as printed in the
15 *Constitution*, Article II and those in the Alpha
16 Xi State *Bylaws*, Article II.

17 **Mission Statement:**

18 The Delta Kappa Gamma Society
19 International promotes professional and
20 personal growth of women educators and
21 excellence in education.

22 **Vision Statement:**

23 Leading Women Educators Impacting
24 Education Worldwide
25

26 **III. Membership**

27 The membership of Upsilon Chapter shall
28 be composed of active, reserve and honorary
29 members in accordance with the *Constitution*,
30 Article III; the *International Standing Rules*,
31 3.0; and the Alpha Xi State *Bylaws*, Article III.

32 The Membership Chair shall keep the
33 attendance at meetings.

34 Membership shall be terminated for any of
35 the following reasons: non-payment of dues
36 and fees between July 1st and October 31st,
37 resignation, and death. The Membership Chair
38 shall contact any member before termination
39 action is taken.
40

41 **IV. Finance**

42 Finance matters of Upsilon Chapter are in
43 accordance with the *Constitution*, Article IV,
44 and the Alpha Xi State *Bylaws*, Article IV.

45 The Chapter Treasurer shall request that the
46 annual state and international dues and fees be
47 paid no later than October 31st. If a need for a
48 dues increase/decrease arises, then the
49 Executive Board shall bring it to a chapter
50 vote. State and international dues and fees shall
51 be forwarded to the state treasurer by
52 November 10th.

53 A proposed annual budget shall be
54 presented by the Finance Committee by the
55 October meeting and shall be voted upon by
56 the membership.

57 The Treasurer’s book shall be audited
58 annually by an Audit Committee.

59 The chapter shall help finance all or part of
60 the expenses for the Chapter President to attend
61 state, regional, and international meetings.
62 (Refer to Traditions 2.)
63

IV.64 **V. Organization**

65 The Organization of Upsilon Chapter is in
66 accordance with the *Constitution*, Article V, and
67 the Alpha Xi State *Bylaws*, Article V. Due to
68 overlapping geographic boundaries of Alpha,
69 Upsilon, and Phi Chapters; Upsilon Chapter
70 shall coordinate the invitations of prospective
71 members through the Coordinating Council.
72 The President, Immediate Past-President, and
73 Member-at-Large shall participate in the
74 activities of the Coordinating Council. The
75 duties of the Coordinating Council shall be
76 those listed in the *Go-To Guide for Chapter*
77 *Members* and in the Coordinating Council
78 Rules.
79
80

1 **VI. Officers**

2 The elected Chapter officers shall be
3 President, First Vice-President, Second Vice-
4 President, and Secretary. Elected chapter
5 officers may serve in the same office no more
6 than two (2) terms in succession.

7 Following the presentation of nominees for
8 chapter offices by the Nominations Committee,
9 the chapter officers shall be elected in even-
10 numbered years by a majority vote of the
11 chapter members present and voting at the time
12 of election.

13 The Treasurer shall be appointed by the
14 President with the consent of the Executive
15 Board prior to the installation of officers.

16 The installation of officers shall be at a
17 spring meeting determined by the Executive
18 Board.

19 New officers shall assume their duties July
20 1st. The duties of chapter officers shall be
21 those specified in the *Constitution*, Article VI,
22 Section C; in the *International Standing Rules*,
23 6.0; in the *Go-To Guide for Chapter Members*;
24 in the *Alpha Xi State Bylaws*, Article VI; and
25 this document.

26 Other duties specified by Upsilon Chapter
27 are as follows:

28

29 **President**

30 The President shall:

- 31 • preside over Upsilon Chapter meetings and
- 32 executive board meetings,
- 33 • attend all state board meetings where she
- 34 serves as a member of the state executive board
- 35 or notify the state president and appoint an
- 36 official representative to take her place,
- 37 • have her name placed on all checking and
- 38 savings accounts,
- 39 • have committee chairs appointed by
- 40 September 1st of each biennium,

41 • appoint a Yearbook Chairman who will
42 assist the First Vice-President in preparing the
43 yearbook,

44 • appoint a Parliamentarian to advise the
45 officers in matters pertaining to the
46 *Constitution*, the *International Standing Rules*,
47 the *Alpha Xi State Bylaws*, parliamentary
48 usage, and to determine if a quorum is present
49 at chapter functions,

50 • appoint an educational foundation
51 representative,

52 • appoint a chapter treasurer,

53 • present information on nominees for
54 membership to the chair of the Coordinating
55 Council,

56 • send an announcement of new membership
57 to the initiate's principal or administrator,

58 • keep a copy of the chapter minutes for
59 reference,

60 • coordinate the exchange of information
61 between out-going and in-coming committee
62 chairs, and

63 • send names, addresses, phone numbers, and
64 email addresses to the State President and the
65 Executive Coordinator at International
66 Headquarters, following the election of new
67 officers.

68

69 **First Vice-President**

70 The First Vice-President shall:

71 • preside over chapter meetings in the
72 absence of the chapter president,

73 • be chairman of the Society Mission and
74 Purpose Standing Committees,

75 • contact the Hostess Chair and the Calling
76 Committee well in advance of each meeting,

77 • be responsible for arranging the program,
78 meeting place, date, and time for each meeting,

- 1 • be responsible for preparation of the
2 yearbook to be distributed at the September
3 meeting, and
- 4 • write thank-you notes to guest speakers and
5 to the person who provided the meeting place.

6

7 **Second Vice-President**

8 The Second Vice-President shall:

- 9 • preside over chapter meetings in the
10 absence of the Chapter President and the First
11 Vice-President,
- 12 • be the Membership Chair,
- 13 • give a courtesy call to members who have
14 missed three (3) meetings without notifying the
15 chapter,
- 16 • maintain an accurate record of member
17 attendance at chapter meetings,
- 18 • be responsible for re-orientation for chapter
19 members,
- 20 • be in charge of orientation for prospective
21 members, and
- 22 • keep a biographical file on all chapter
23 members to be updated each biennium.

24

25 **Secretary**

26 The Secretary shall:

- 27 • record minutes of each chapter meeting,
- 28 • receive all thank-you notes and community
29 correspondence to be read at chapter meetings,
30 and
- 31 • be responsible for the correspondence of
32 the chapter as delegated by the President.

33

34 **Treasurer**

35 The Treasurer shall:

- 36 • order the President's pin so that it may be
37 presented to the new Chapter President at her
38 installation by the Immediate Past-President on
39 Founders' Day,

- 40 • present scholarship money to the chapter
41 member(s) selected by the Scholarship
42 Committee,

- 43 • be responsible for sending Recruitment
44 Grant money to the appropriate university or
45 junior college, and for sending donations to
46 projects chosen by the chapter,
- 47 • notify banks and businesses that do
48 business with the chapter of her name and
49 address so that bills and statements will be sent
50 to her,

- 51 • place her name along with that of the
52 chapter president on all checking accounts,
53 savings accounts, and investments in any
54 financial institution,
- 55 • prepare a financial statement for each
56 chapter business meeting and for the end of the
57 year,
- 58 • pay all bills from monies budgeted,
- 59 • maintain a record of receipts, bills, and
60 bank statements,
- 61 • oversee the change of signature cards on all
62 accounts after the election of a new chapter
63 president, and
- 64 • file Form 990-N with the IRS annually and
65 send a copy of the accepted e-postcard to the
66 state treasurer.

67

68 **VII. Executive Board**

69 Upsilon Chapter shall have an Executive
70 Board consisting of the elected officers, the
71 Immediate Past-President, the Member-at-
72 large, and such other voting members as shall
73 be determined by the chapter. The Treasurer
74 and the Parliamentarian shall be ex-officio
75 members without vote.

76 The duties of the Executive Board shall be
77 those in the *Constitution*, Article VII, Section
78 C, and the *Go-To Guide for Chapter Members*.
79 Other duties shall be delegated to the Executive
80 Board by the vote of the membership.

1 **VIII. Committees**
2 Upsilon Chapter shall fulfill their
3 constitutional responsibilities by establishing
4 committees as needed in accordance with the
5 *Constitution*, Article VIII, Section A, 2a, b, and
6 c. Ad hoc committees shall be appointed at the
7 discretion of the Chapter President.

8 **Section 1. Standing Committees**

- 9 • Society Business
 - 10 1. Communications and Publicity
 - 11 2. Finance
 - 12 3. Audit
 - 13 4. Membership
 - 14 5. Nominations
 - 15 6. Chapter Rules
 - 16 7. Chapter Expansion
- 17 • Society Mission and Purpose
 - 18 1. Educational Excellence
 - 19 2. Scholarship and Grants-In-Aid
 - 20 3. International Projects
- 21 • Special Committees
 - 22 1. Money Making
 - 23 2. Courtesy
 - 24 3. Communications
 - 25 4. *Let Your Light Shine*
 - 26 5. *Fourth Twenty-One Years*
 - 27 6. Strategic Action Planning
 - 28 7. Scrapbook

29 **Section 2. General Procedures**

- 30 A. All committee chairs and members
31 shall be appointed by the Chapter President
32 except the Nominations Committee.
- 33 B. The Chapter President shall be an ex-
34 officio member of all committees except the
35 Nominations Committee.
- 36 C. All members being notified, matters
37 requiring immediate committee action may be
38 voted upon by mail (postal or electronic) that
39 provides a valid receipt of each responding
40 committee member's vote.

41 D. Committee meetings (face-to-face or
42 electronic) shall be held with the approval of
43 the Chapter President.

44 E. Committee Chairs shall:

- 45 1. communicate with committee
46 members including them in plans,
- 47 2. include the Chapter President in all
48 communications with committee members,
- 49 3. inform committee members of
50 meetings as needed,
- 51 4. have approval from the Chapter
52 President before spending any money,
- 53 5. pass all reports and other pertinent
54 materials from the biennium to the incoming
55 chair via the Chapter President, and
- 56 6. write a report, including
57 recommendations, for the next biennium chair.

58 F. Committee Chairs shall prepare reports
59 of the work of the chapter on forms supplied by
60 Society Headquarters and submit them to the
61 person(s) designated on the forms.

62 **Section 3. Duties of the Committees**

63 **A. Society Business**

64 **1. The Communications and Publicity
65 Committee shall:**

- 66 a. act as a liaison between members,
67 chapter and state,
- 68 b. promote local publicity,
- 69 c. market and promote the Society, and
- 70 d. write an article telling of chapter
71 highlights and member recognitions for the
72 *Wyoming Roundup*.

73 **2. The Finance Committee shall:**

- 74 a. perform their duties in accordance with
75 the *Constitution*, Article IV, and the Alpha Xi
76 State *Bylaws*, Article IV, and
- 77 b. consist of the President, the Treasurer,
78 the Money Making Committee Chair(s), the
79 Scholarship Committee Chair, the Immediate
80 Past President, the Immediate Past Treasurer,
81 and two Members-at-large. The President shall
82 appoint the Chair and the Members-at-large.

83 **3. The Audit Committee shall:**

- 84 a. be appointed by the President and may
85 include a member of the Finance Committee
86 and

1 b. complete an audit of the treasurer's
2 books prior to the first meeting of the next
3 year.

4 **4. The Membership Committee shall:**

5 a. refer to *the Guidelines for Chapter*
6 *Membership Committee Chairs* and the
7 Membership Selection, Retention, and
8 Opportunities section of the *Go-To Guide for*
9 *Chapter Members*,

10 b. determine the number of initiates,
11 c. provide nomination forms whenever it is
12 deemed appropriate by the membership. After
13 they have been distributed, the Membership
14 Chair will set the date for the forms to be
15 completed and returned to the committee for
16 consideration,
17 d. organize voting on prospective members
18 by written ballot by the chapter members
19 present at a scheduled meeting,
20 e. provide invitations to be signed and
21 dispatched by the Chapter President.
22 Invitations may be delivered by a chapter
23 member or mailed and followed with a
24 personal contact by a chapter member,
25 f. invite prospective members to an
26 orientation session prior to initiation,
27 g. request prospective members to respond
28 on or before a date set by the Membership
29 Committee in coordination with the Chapter
30 President,
31 h. hold initiation at a meeting scheduled by
32 the members. The initiation ceremony shall be
33 conducted by the Chapter President and her
34 designees,
35 i. be responsible for the necrology and
36 membership reports, and
37 j. be responsible for the "Hour of
38 Remembrance" at the Founders' Day meeting
39 and at the State Convention.

40
41

42 **5. The Nominations Committee shall:**

43 a. consist of members, appointed by the
44 Chapter President, who have been active in
45 Upsilon Chapter for two or more years,
46 b. include and be chaired by the Immediate
47 Past-President,
48 c. meet to solicit nominees for the chapter
49 offices. A slate of at least one nominee for each
50 office to be filled shall be presented at the
51 January meeting of even-numbered years,
52 d. accept additional nominations from the
53 floor with consent of the nominee.
54 e. organize the voting procedure when the
55 ballot has been finalized, and
56 f. provide a written ballot if there is more
57 than one nominee for any office.

58 **6. The Chapter Rules Committee shall**
59 maintain the Chapter Rules in accordance with
60 the *Constitution*, Article VIII, Section B and
61 the Alpha Xi State *Bylaws*, Article VIII,
62 Section 3.

63 **7. The Chapter Expansion Committee**
64 **shall:**

65 a. relay information from the state
66 expansion chair to Upsilon Chapter.
67 b. provide leadership in the event of chapter
68 expansion, and
69 c. be in accordance with the Alpha Xi State
70 *Bylaws*, Article V, Section 4.

71

72 **B. Society Mission and Purposes**

73 **1. The Educational Excellence**
74 **Committee shall:**

75 a. support the mission and purposes of the
76 Society in accordance with the *Constitution*,
77 Article II,
78 b. consist of First Vice-President serving as
79 chair,
80 c. promote programs and projects for
81 excellence in education and professional
82 growth of women educators, and
83 d. inform the membership of legislation
84 relating to women or education and
85 recommend legislation to improve education
86 and the status of women.

1 **2. The Scholarship and Grants-in-Aid**
2 **Committee shall:**
3 a. consult with the Chapter Treasurer and
4 the Finance Committee Chair to determine the
5 number and amount of the award for chapter
6 scholarship(s),
7 b. establish criteria for the selection of
8 recipients,
9 c. provide application blanks and
10 information pertaining to member scholarships,
11 d. keep on file and update the names and
12 pertinent data of each Upsilon Chapter
13 scholarship recipient each biennium,
14 e. receive from the Chapter Treasurer a
15 report of all monies available,
16 f. send Thank-you notes for any special
17 contributions to the scholarship fund,
18 g. promote interest in and support of the
19 Society scholarship programs, and
20 h. invite awardees and one guest to the
21 Founders' Day celebration.

22 **3. The International Projects**
23 **Committee shall:**
24 a. present information about International
25 projects including Educators Award, Golden
26 Gift Fund, International Speakers Fund, and
27 World Fellowship at chapter meetings,
28 b. present information by oral report, skit or
29 other drama form, electronically, or as
30 developed to inform members, and
31 c. present information available from
32 www.dkg.org, International brochures,
33 International or State publications, or
34 communications received.

35
36 **C. Special Committees**
37 Committee membership shall be appointed
38 by the Chapter President with assistance, if
39 needed, from the Executive Board.

40 **1. The Money Making Committee shall:**
41 a. make recommendations to the chapter for
42 money making projects and
43 b. carry out the duties needed to fulfill the
44 chapter money making project.

45
46

47 **2. The Courtesy Committee shall:**
48 a. send a rose bowl or plant to members
49 who are hospitalized or in the event of a death
50 in the immediate family (husband, child,
51 parent, brother, or sister),
52 b. send a rose bowl upon other occasions
53 per chapter request,
54 c. send note cards to shut-ins,
55 d. act upon messages from the membership
56 who shall assume the responsibility of
57 notifying the chair of the illness or death of a
58 member or member's relative,
59 e. be responsible for obtaining a gift for
60 members retiring from teaching, and
61 f. be responsible for obtaining a gift for the
62 outgoing Chapter President.
63 (For e. and f. consult Chapter Treasurer for
64 budgeted amounts.)

65 **3. The Communications Committee**
66 **shall:**
67 a. be notified by the chair of the
68 information she has been provided by the
69 Chapter First Vice-President or her designee to
70 inform the members of pertinent information,
71 and
72 b. be responsible for RSVP for any event
73 requiring a head count or meal count.

74 **4. The *Let Your Light Shine* Committee**
75 **shall:**
76 a. encourage members and non-members to
77 write their autobiographies or biographies of
78 Wyoming educators for the upcoming
79 publication of *Let Your Light Shine* published
80 by Alpha Xi State,
81 b. provide the information and instructions
82 received from the state committee to those
83 writing the histories, and
84 c. be in accordance with in the Alpha Xi
85 State *Bylaws*, Article VIII, Section 4, B.

86 **5. The *Fourth Twenty-One Years***
87 **Committee shall:**
88 a. follow committee requirements assigned
89 by the state chair in accordance with the Alpha
90 Xi State *Bylaws*, Article VIII, Section 4, C and

1 b. forward information/materials to the
2 State *Fourth Twenty-One Years* Committee at
3 the end of each biennium for publication.

4 **6. The Strategic Action Planning**
5 **Committee** shall be responsible for writing,
6 reviewing, updating, and revising the chapter
7 Strategic Action Plan.

8 **7. The Scrapbook Committee shall:**
9 a. be chaired by a member who will collect
10 the records,
11 b. be responsible for maintaining chapter
12 records to include but not be limited to, chapter
13 minutes, pertinent correspondence, treasurer's
14 reports, yearbooks, and *Wyoming Roundups*,
15 and
16 c. compile a chapter scrapbook, digital or
17 hard copy, of the chapter history.

18 **IX. Meetings and Voting**
19 **Section 1. Regular Business Meetings**
20 A. Regular business meetings of the
21 chapter shall be held at least four (4) times per
22 year.
23 B. A quorum for chapter business shall be
24 at least 30 % of the active membership.
25 C. There shall be no proxy voting.
26 D. An item presented for consideration at a
27 business meeting shall pass with a majority
28 vote of those in attendance.
29 E. If an issue requires immediate attention
30 prior to a regularly scheduled meeting, the
31 President or her designee can conduct a vote by
32 email. An effort should be made to contact
33 those members for a verbal vote if they do not
34 have access to email.
35 F. An item presented for consideration by
36 email shall pass with a majority vote of those
37 surveyed. Majority shall be defined as 50%
38 plus one of the chapter members surveyed after
39 an attempt has been made to reach all
40 members.
41
42
43

44 **Section 2. Meetings of the Executive Board**
45 A. Meetings of the Executive Board shall
46 be held at least twice annually. The board may
47 meet at other times upon the call of the Chapter
48 President.
49 B. A quorum shall be a majority of the
50 voting members of the board.
51 C. The board may meet through electronic
52 communication as long as all the members may
53 simultaneously hear one another and
54 participate during the meeting.
55

56 **X. International Conventions and**
57 **Regional Conferences**
58 The Chapter President is encouraged to
59 attend these meetings. (Refer to Traditions 2
60 for financial reimbursement information.)
61

62 **XI. Headquarters**
63 The Headquarters of The Delta Kappa
64 Gamma Society International is located at 416
65 W. Twelfth Street, Austin, Texas 78701.

66 **XII. Publications**
67 **Section 1. Rituals and Ceremonies**
68 The Society shall provide examples of
69 initiation and installation ceremonies. These
70 may be adapted to meet chapter needs.
71 **Section 2. Electronic Communications**
72 Upsilon Chapter may establish and
73 maintain various types of electronic
74 communications to facilitate meetings and to
75 communicate with members.
76
77

78 **XIII. Awards**
79 **Section 1. Emergency Fund Awards**
80 A. Upsilon Chapter shall maintain a fund
81 to provide assistance to members who have
82 sustained loss due to catastrophic disasters.
83 B. Funds may be dispersed by vote of the
84 Executive Board.
85

1 **Section 2. Scholarship Awards**

2 Upsilon Chapter offers scholarships for
3 graduate study to its members who have been
4 active for more than two (2) years.
5 Applications can be obtained from the
6 Scholarship Committee.

7 **Section 3. Grant-in-Aid Awards**

8 A. The term *grant-in-aid* shall represent
9 the general category of awards granted by
10 Upsilon Chapter that are supported by funds
11 other than the scholarship fee.

12 B. The Delta Kappa Gamma Upsilon
13 Chapter Scholarships at the University of
14 Wyoming and at Laramie County Community
15 College are considered grants-in-aid.

16 C. The specific title of a grant-in-aid is the
17 choice of Upsilon Chapter.

18

19 **XIV. Affiliates**

20 An *affiliate* is defined as an organizational
21 partnership with Upsilon Chapter providing
22 opportunities for members to further our
23 mission, vision, and purposes through
24 worthwhile activities.

25

26 **XV. Parliamentary Authority**

27 *Robert's Rules of Order Newly Revised*
28 (current edition) shall govern the proceedings
29 of Upsilon Chapter in all cases not provided for
30 in the *Constitution*, the *Alpha Xi State Bylaws*,
31 and the *International Standing Rules*. A current
32 copy will be available to the Chapter President
33 at all times.

34

35 **XVI. Amendment**

36 Amendments to the *Chapter Rules* shall be
37 submitted to the Chapter President, approved
38 by a two-thirds (2/3) vote of the Executive
39 Board, and shall be amended by a two-thirds
40 (2/3) vote of the members present at an
41 officially convened meeting.

42 **XVII. Indemnification**

43 Refer to the *Constitution*, Article XVII.

44

45 **XVIII. Conflict of Interest**

46 Refer to the *Constitution*, Article XVIII.

47

48 **XIX. Dissolution**

49 Refer to the *Constitution*, Article XIX and
50 the *Alpha Xi State Bylaws*, Article XIII.

51

52 **XX. The Delta Kappa Gamma**

53 **Educational Foundation**

54 Refer to the *Constitution*, Article XX or

55 www.dkgef.org .

56

Upsilon Chapter Traditions

Traditions may be changed by two-thirds (2/3) vote of chapter members surveyed after an attempt has been made to reach all members.

1. Hostesses

A. The Hostess Committee shall decide on the refreshments for the chapter meetings.

B. A meeting shall be planned each biennium for the convenience of the State President or her representative to make an official visit. This may be combined with the Founders' Day meeting.

C. A member making a meal reservation shall be billed by the Chapter Treasurer if unable to attend, unless she has notified the treasurer.

2. Expenses for International Convention, Regional Conference, State Convention and/or Workshop

A. Upsilon Chapter shall finance all or part of the Chapter President's expenses of attendance at International Convention or Regional Conference not to exceed \$2000 per year. This includes registration, travel, lodging and meals.

B. The Chapter Treasurer shall write a check to the President in advance for the budgeted amount.

C. The Chapter President shall present vouchers to the Chapter Treasurer after her trip and receive additional reimbursement or shall return unused funds.

D. The Chapter President, her designee, or any chapter member who serves at the state level shall receive actual expenses paid, including the mileage paid by the Alpha Xi

State Organization, for a state meeting. Mileage will be matched by the chapter.

E. Actual expenses shall include transportation, lodging, meals, and registration.

F. Upsilon Chapter can vote to provide monetary assistance to other chapter members to attend any of the above Delta Kappa Gamma functions.

3. Donations

Donations from chapter funds shall be approved by a two-thirds (2/3) vote of the members present at a regular business meeting.

4. Yearbook

The yearbook shall be printed every two years with addenda on the alternate years.

5. Meetings

Regular meetings shall be set up on the third Monday of the month unless conflicting with a holiday.

6. Coordinating Council

A. A member-at-large from the chapter shall be elected by the chapter as recommended by the Coordinating Council bylaws.

B. The member-at-large shall be elected in odd numbered years.

C. If the chapter membership agrees to participate in combined functions with the other Cheyenne chapters, Upsilon Chapter shall accept responsibility as designated by the Coordinating Council rotating schedule.

7. Retirement

The Courtesy Committee shall make arrangements for an appropriate gift upon a member's retirement from teaching.

1 **8. Paraphernalia**

2 Paraphernalia shall be stored in a home that
3 is covered by home owner’s insurance.

4

5 **9. Educators’ Book Award Books**

6 Upsilon Chapter shall donate the book that
7 receives the Educators’ Book Award of The
8 Delta Kappa Gamma Society International to
9 the Laramie County Community College
10 library.

11

12 **10. Keypins**

13 A. Upon resignation a member shall return
14 her keypin to the Chapter President and shall
15 be reimbursed \$10.00 by the Chapter
16 Treasurer.

17 B. Returned keypins may be purchased by
18 new members or by any member to replace lost
19 keypins.

20

21 **11. Memorials**

22 A. Memorials for a deceased member shall
23 be worked out by the Executive Board and the
24 member’s family.

25 B. The Chapter President shall be
26 responsible for contacting the family of the
27 deceased member to request placing a red rose
28 in or near the casket or internment urn.

29

30 **12. Elderly Members**

31 At the recommendation of the Executive
32 Board, the chapter shall pay minimum dues for
33 members who no longer control their own
34 finances and who may carry Delta Kappa
35 Gamma insurance.

36

37 **13. Scholarships and Grants-in-Aid**

38 A. The chapter shall make available
39 scholarships to chapter members every year
40 when possible. The amount of the scholarship

41 shall be based upon available funds and
42 approved by the Scholarship Committee.

43 B. Grants-in-aid, funded by Upsilon
44 Chapter, are available to undergraduates
45 majoring in education at The University of
46 Wyoming or Laramie County Community
47 College and are awarded by the respective
48 educational institution.

49 C. Other educational programs may be
50 considered by the chapter as a grant-in-aid.

51

52 **14. Dues**

53 A. Members may request monies from the
54 Caring Fund to subsidize payment of dues by
55 contacting the Chapter President or Treasurer.

56 B. Part of the state or international dues
57 may be subsidized for active members and
58 reserve members by the chapter treasury upon
59 a two-thirds (2/3) vote of the membership at a
60 chapter business meeting.