

# *Mississippi Association of Educational Opportunity Program Personnel*

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## WHAT IS MAEOPP?

MAEOPP is a non-profit organization established to bring together those persons who are interested or professionally involved in educational opportunity programs at institution of higher education. Membership consists mainly of “TRIO Program” Personnel: Student Support Services, Talent Search, Upward Bound, Education Opportunity Centers, and Upward Bound Math/Science, Ronald E. McNair Post- baccalaureate Achievement Program, Upward Bound Veterans, – in the State.

MAEOPP was organized in 1977 as the “Mississippi Association of Special Program Personnel “(MASPP)”. One year following the formation of the parent organization, Southeastern Association of Educational Opportunity Program Personnel (SAEOPP), the Association changed its name to the Mississippi Association of Educational Opportunity Program Personnel (MAEOPP) to coincide with SAEOPP - - the regional association - - and the seven other state organizations in the region.

MAEOPP is governed by the Board of Directors of which five members are the officers that make up the Executive Committee. The five member Executive Committee which consists of a president, vice president, secretary, treasurer, and the immediate past president. Membership includes “TRIO Program” personnel from State institutions of higher education and state and community agencies which annually serve an average of 7,000 secondary and post-secondary school students.

MAEOPP is also a member of the Council of Education Opportunity Association (COE) which includes SAEOPP and nine regional associations within the continental United States. The organization is the only higher education association representing the interest and concerns of disadvantaged students in all fifty states.

## *Mississippi Association of Education Program Personnel*

The Mississippi Association of Educational Program Personnel (MAEOPP) is one of many states' organizations. It was organized in the fall of 1977 to provide services to TRIO professional of Mississippi. It brought together all TRIO personnel interested in broadening accessibility and education opportunities to low- income, first generation, and students with disabilities.

MAEOPP was formally organized by Elijah Slaughter, Irma Burks, Henry Berry, and Sidney James on the same principles and ideology of its mother organization, SAEOPP.

### *VISION*

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MAEOPP's vision is to be a unified organization and a leader in education providing comprehensive, quality service to TRIO professional by using cutting edge technology in a nurturing environment. Our vision will be realized by offering state of the art programs and services to the students we serve, staff and business and industry.

### *MISSION*

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The organization's mission is to provide educational services and programs, professional education, and cultural and recreational opportunities to constituents from the service area and beyond. Quality services and programs are offered in a safe environment consistent with federal and state operational standards and guidelines.

### *PURPOSE*

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The purpose of the Mississippi Association of Educational Opportunity Program and Personnel (hereinafter referred to as the MAEOPP) shall be to bring together into a work and student community those persons who have an active interest in or who are professionally involved in broadening accessibility to and success in formal postsecondary education. Major focus will be (1) those elements which prepare and condition students for postsecondary educational experiences, and (2) institutional responses to the challenge of serving more divers student populations. Although The MAEOPP will have a broad base of students concern, it will be particularly concerned about those students who by reason of socioeconomic status, ethnic definition, limited English speaking ability, physical handicap and/or restricted cultural-educational experiences find themselves in a position of disadvantages with traditional American students.

## *Presidents of MAEOPP*

Elijah Slaughter 1977-1979 1983-1985	Sidney James 1979 - 1981
Dr. Henry L. Berry 1981 - 1983	Brenda Waldrip 1985 - 1987
James Barber 1986 - 1987 1986 - 1988	Mary Myles 1987 - 1988
Charles Boler 1988 - 1989	Dr. Belinda Lee 1989 - 1991
Bettye Mullen 1991 - 1993	Tom Beavers 1993 - 1995
Clarence Smith 1995 - 1997	Clarence Smith 1997 - 1998
Charles Barnes 1998 - 1999	Charles Barnes 1999-2001
Jacquelyn Smith 2001 - 2003	Valvia Wilson 2003 - 2005
Reginald J. Castilla 2005 - 2007, 2017	Dr. Tiffany Anderson- Chanay 2007 - 2009
Dr. Tiffany Anderson-Chanay 2009 - 2011	Dr. Loria Brown Gordon 2011-2013
Linda Alexander-Jones 2013-2015	Derrick Jones 2015-2017
Angela Boyd 2017-2019	

Mississippi's first joint conference with Alabama began in fall of 1981 under the leadership of Henry Berry and Elsie Smith of Alabama.

# Constitution



**Constitution and By- Laws of the Mississippi Association of Educational  
Opportunity Program Personnel, Inc.  
(As ratified 4/25/79 and Amended 4/86, 4/91, and 4/03)  
Amended 5/10)**

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*Constitution and By-Laws*  
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*Program Personnel, Inc.*

**ARTICLE I**

**NAME**

The name of this Association will be the Mississippi Association of Educational Opportunity Program Personnel, Inc. (MAEOPP)

**ARTICLE II**

**PRINCIPLE OFFICE**

**Section 1.**

Location of the Principle Office

The principle office of the MAEOPP, a non-profit association will be in the State of Mississippi.

**Section 2.**

Other Office Location

The Association may have such other offices at such suitable place or places within the State of Mississippi as may be designated from time to time by the MAEOPP Board of Directors.

**Section 3.**

The MAEOPP Articles of Incorporation, in all jurisdictions, shall be reviewed each year by the Board of Directors.

**ARTICLES III**

**PURPOSE AND OBJECTIVES**

**A. Purpose and Objectives:** The purpose of the Mississippi Association of Educational Opportunity Program Personnel, MAEOPP (hereinafter referred to as MAEOPP) will be for educational purposes and to bring together into a work and study community those persons who have an active interest in or who are professionally

involved in broadening accessibility to and success in formal postsecondary education. Major foci will be: (1) those elements which prepare and condition students for postsecondary educational experiences, and (2) Institutional responses to the challenge of serving more diverse student populations.

In keeping with the mission of the organization, MAEOPP will network with other agencies and programs and professional personnel to deliver educational opportunities, services, and scholarships to prepare, condition, or equip students to gain access to postsecondary educational opportunities. Distribution of goods, services, or funds to individuals will be limited to those persons who by reason of socioeconomic status, ethnic definition, limited English speaking ability, physical handicap and/or restricted cultural-educational experiences find themselves in a position of disadvantage in comparison with traditional American students.

The MAEOPP will seek to accomplish its purpose by:

1. Engaging in the specific and general coordination of efforts with other organizations and persons having purposes supportive of or in harmony with MAEOPP's concern;
2. Promoting research, evaluation, programmatic and fiscal planning, and training inclusive of but not limited to conducting workshops and seminars generally seeking to educate TRIO personnel and other interested individuals;
3. Developing the capability to make timely and meaningful responses to issues and concerns affecting the education resource and environment of nontraditional students.
4. Encouraging the development and expansion of a communication network primarily for those persons professionally involved in educational opportunity programs.

## **ARTICLE IV**

### **MEMBERSHIP**

#### **Section 1. Types of Membership**

Membership in the MAEOPP will be of four types: (1) Active Professional, (2) Associate, (3) Affiliate, and (4) Institutional.

#### **Section 2. Active Professional Membership**

1. Active Professional Membership is available to those persons actively engaged in the administration or general operation of educational opportunity programs

(TRIO) located in the State of Mississippi. Persons qualifying for Active Professional Membership should be currently **employed full time** in the administration or general operation of educational opportunity programs.

2. In order to be accepted for Active Professional Membership, a candidate must \*\*\*have paid annual dues of MAEOPP and otherwise have qualified under the provisions of ARTICLE IX, Section 3.
3. Each Active Professional Member is entitled to one vote and is eligible to hold office as delineated in ARTICLE VII, Section 2.

### **Section 3. Associate Membership**

1. Associate membership is available to those persons currently or formerly employed **less than full-time** in the administration or general operation of educational opportunity programs (TRIO) located in the State of Mississippi.
2. In order to be accepted for Associate Membership, a candidate must have paid the annual dues of the Association as delineated in ARTICLE IX, Section 3.
3. Each Associate Member is entitled to one vote and eligible for committee appointments but is not eligible to hold and elected office as delineated in ARTICLE VII, Section 2.
4. Retired members with 15 years of paid membership should be given associate membership for life. They will be entitled to one vote and eligible for committee appointments but not eligible to hold an elective office.

### **Section 4. Affiliate Membership**

1. Affiliate Membership is available to those persons who support the purpose and objectives of MAEOPP, as herein expressed, but who either do not qualify under the membership categories of ARTICLE IV, Section 2 and 3, or who would rather make their contributions in less visible or demanding roles.
2. In order to be accepted for Affiliate Membership, a candidate must have paid annual dues of MAEOPP at a rate which is one-half that charged for active and Associate Membership
3. Each Affiliate Member has voice but no vote in meetings of MAEOPP and is not eligible to hold an elected office, or eligible for committee appointments.

### **Section 5. Institutional Membership**

1. Institutional Membership Program is available to all TRIO projects in the State.



2. In order to be accepted as an Institutional member each project at each institution must have paid an annual membership fee in an amount established by MAEOPP by the fiscal year deadline as delineated by ARTICLE IX, Section 3.
3. Institutional Membership entitles those persons who are employed full-time in the administration or general operation of that TRIO program to one vote and each person is eligible to hold office as delineated in ARTICLE VII, Section 2.
4. Institutional Membership is available to a maximum of 5 (five) persons per project.

## **ARTICLE V**

### Board of Directors

#### **Section 1. Authority**

There will be a Board of Directors of MAEOPP which will have the full authority to conduct the affairs of MAEOPP including budgetary procedures. There will be an Executive Committee made up of the officer's of the Board of Directors. Executive Committee's authority must remain with the provisions of this constitution and not conflict with the decisions, action, or policies established by the membership.

#### **Section 2. Composition**

1. The Executive Committee will consist of the Officers of the Board of Directors which will be composed of the President, Vice President, Treasurer, Secretary, and the Immediate Past President (one year after office). The President of The MAEOPP will serve as the Chairman of the Board of Directors and the Secretary will be the Secretary of the Board of Directors.
2. Each of the persons will have a vote in the conduct of business and each will have one vote. The President will vote in the case of a tie.
3. The Executive Committee will be called into regular session by the President. There must be a minimum of twenty (20) days notice. Meetings called on shorter notice (special sessions) must have two-third concurrence of the Executive Committee's total membership. A quorum will be two-thirds of the Executive Committee's total membership.
4. The Board of Directors will consist of the Executive Committee, and a minimum of five and maximum of seven additional members elected by the membership.

#### **Section 3. Meetings**

1. The Board of Directors and/or Executive Committee will meet three times annually at locations to be determined by the Board of Directors.

2. The Spring Meeting, state or regional will be designated as the Annual Meeting of MAEOPP. An annual budget for MAEOPP will be adopted by the Board of Directors at the meeting.

#### **Section 4. Elections**

1. Ninety (90) days prior to the Spring Meeting, each project within the State will be asked to submit the name and specified résumé concerning one person who is recommended for each elective office to be filled. These nominees must come from the Board of Directors. From this pool of potential nominees, the Nominating Committee will develop a ballot listing a maximum of two persons for each office.
2. With the concurrence of the Executive Committee, a brochure indicating qualifications of nominees and the ballot will be mailed to all members of the record. A date for return of ballots will be set which will permit the results to be announced at the annual meeting of the membership.
3. The membership will nominate and elect Officers of the Board/Executive Committee from the slate of Board of Directors.

## **ARTICLE VI**

### **OFFICERS OF THE BOARD**

#### **Section 1. Officers**

The Officers of Board of Directors will be the President, Vice-President, Secretary, Treasurer and Immediate Past President. All officers will be elected by mail ballot or email to the Annual Spring Conference or Meeting of MAEOPP's membership. The voting members must have been non delinquent financial members as delineated by ARTICLE IX, Section 3.

#### **Section 2. Tenure**

The term for Board of Directors will be two years. The Past President will serve only one year on the Executive Committee, following which he/she will be eligible for re-election. The term of the Board of Directors will be four years with officers rotating in and off of the Board of Directors. Board members will be eligible for only two consecutive terms.

#### **Section 3. Elections**

Board of Directors will be elected according to the provisions of ARTICLES V, Section 4 of this Constitution.

#### **Section 4. Duties of Officers**

1. The President will serve as the Chairman of the Board of Directors of MAEOPP and will preside at all meetings of MAEOPP. The President will, with the advice and consent of the Executive Committee, make all appointments to both standing and special committees. The President will be an ex-officio member of all committees.
2. The Vice-President will serve with the same powers and authority of the President in the event that the President becomes incapacitated or resigns. Incapacitation will be determined by the Executive Committee. **The Vice-President will be the Chairperson of the Legislation and Political Action Committee, Education Committees and Finance/Fiscal Concerns Committee, and Constitution and Bylaws Committee.** The Vice-President will also serve as the SAEOPP Representative.
3. The Secretary will have both recording and correspondence responsibilities and will be responsible for maintaining up to date records concerning membership dues. The secretary will serve as ex-officio member of the Membership and Credentials Committee. It will also be the responsibility of the Secretary to incorporate quarterly reports of the Treasurer in to the official records of the MAEOPP.
4. The Treasurer will be responsible for the receipt and disbursement of all funds in accordance with fiscal policies established by the Executive Committee. The treasurer will maintain appropriate and accurate financial records and will be prepared, at any time, under direction of the Executive Committee to surrender at any time, such records and monies to the Executive Committee for the succeeding treasurer. The treasurer will submit quarterly reports to the MAEOPP, submit an audit report at the annual meeting, and will under such bond as may be determined by the Board of Directors.

#### **Section 5. Vacancy**

In the event of a vacancy in office of the President, the Vice-President becomes President. Vacancy of any other office will be filled by appointment from the Executive Committee.

#### **Section 6. Explanation of Compensation Practices**

Is not anticipated that non-fixed, revenue-based compensation for officers or employees will be paid. The following specific practices will be employed:

1. Regardless of the amount of revenue generated by the organization all independent contractors compensated for jobs over \$500 must have prior approval of the Board of Directors and/or Executive Committee. All independent

- contractors for compensation in the amount of \$5,000 or over will be subject to a bid process, with a comparison of a minimum of three bids. This bid process will help to determine that no more than reasonable compensation is provided for services. A contract specifying the nature cost of jobs to be performed will be entered into before services by any independent contractor are performed.
2. Currently, only designated expenses of the Executive Committee (e.g., travel expenses) are allowed. As the organization grow, the Board of Directors will establish competitive salaries for officers and employees of the organization, using compensation models of similarly situated tax-exempt organizations. Regardless of the amount of public support generated, it is not anticipated that any principal officer or employee will be paid a salary of \$50,000 or more per year.

## **ARTICLE VII**

### **THE DELEGATE ASSEMBLY (SPRING AND FALL MEETING)**

#### **Section 1.** Authority, Time, and Place of Meeting

The governing body of MAEOPP will be the membership or delegate assembly which will meet bi-annually. The time and place for the Annual Meeting will be based on the recommendations from the membership.

#### **Section 2.** Membership and Voting Eligibility

1. All categories of the MAEOPP's membership are allowed to participate in the meetings as stipulated in ARTICLE IV of this Constitution.
2. The Membership/Credentials Committee will certify and designate eligible voting members.
3. In order to conduct the business of MAEOPP, a simple majority is required.

## **ARTICLE VIII**

### **COMMITTEES**

#### **Section 1.** Appointment of Committees

Except in those cases delineated elsewhere in the Constitution and By-Laws, the President/Chairman of the Board will name such standing and special committees as may be needed to conduct the activities of the MAEOPP. Appointments will be for two years with an option for reappointment.

## Section 2. Standing Committees

MAEOPP will have the following standing committees which will be established as per the provisions of ARTICLE VI, Section 4 (1) of this Constitution.

1. **Conference.** The Conference Committee will be responsible for planning and coordinating the Annual Spring and/or Joint Conferences including such activities as selecting the property, specifying a fee, arranging for appropriate speakers and guests, specifying a theme, registration, exhibits, hospitality, evaluation and other activities as necessary. Under this committee the Ambassadors Committee and Leadership Development Committee will operate.
2. **Editorial and Publications.** The Editorial and Publications Committee will address itself specifically to MAEOPP's goal delineated in ARTICLE III. It will have the responsibility for the development of the MAEOPP's publications which encourage scholarly efforts and support The MAEOPP's philosophy and goals, to include newsletters, directory, public relations for Board of Directors, and news releases. Under this committee other committees such as Communications/Public Relations, Technology, SAEOPP Center, and TRIO Alumni Directory will operate.
3. **Finance and Fiscal Concerns.** The Finance Committee will provide guidance and direction to the Treasurer in preparing the annual budget, auditing the books annually, and other matter relative to fiscal operations. The Treasurer is an ex-officio member of this committee.
4. **Legislations and Politics Action Committee.** The Legislations Committee will specifically address itself to the MAEOPP's goals listed in ARTICLE III. The Fair Share Committee will also operate with this committee.
5. **Membership/Credentials.** The Membership/Credentials Committee will promote membership in the association, certify to the association the membership list and determine membership classes and eligibility for purposes of participating in association activities. For each association meeting, this committee will certify to the Board of Directors the name of eligible voters and will also be responsible for monitoring and tallying votes when necessary.
6. **Education.** The Education Board will be responsible for such activities as planning and arranging all educational activities of the association such as TRIO Day, Upward Bound Retreat, Scholars Bowl, and the Academic Bowl. It is also responsible for linking and disseminating statewide Department of Education information as it relates to the student the association serves. Under this committee the Financial Aid Task Force.

7. **History and Archives.** The History and Archives committee will be established to maintain any and all historical data as it relates to the MAEOPP.
8. **Development Committee.** The Development Committee will be responsible for recommending fundraising policies and procedures, cultivating gift prospects, identifying sources of support, individual, corporate, and foundation.
9. **Scholarship Committee.** The Scholarship Committee will be responsible for coordinating, promoting and selecting eligible participants for purpose of disseminating scholarships from the MAEOPP. This committee will also, when appropriate, encourage scholarship efforts and be responsible for School Merit Awards.
10. **Nominating.** The Nominating Committee will be responsible for executing and monitoring the annual election of officers as stated in ARTICLE V, Section 4. Membership will include five persons from different areas of the State plus the chairperson who votes only in the case of a tie. The election will be conducted in accordance with ARTICLE V, Section 4.
11. **Award/Recognition Committee.** The Awards and Recognition Committee will be responsible for planning and coordinating all activities related to the MAEOPP's recognition of contributions made by members and friends of TRIO.
12. **Strategic Planning/Evaluation Committee.** This Committee will be responsible for ensuring the goals of The MAEOPP's and implementing the activities to assist in achieving the goals and objectives of the Association.

### **Section 3. Special Committees**

Task-oriented special committees will be established by the Board of Directors Board. Such committees will operate within the purposes and objectives of the MAEOPP, will be specifically charged, and will be automatically dismissed upon completion of task.

## **ARTICLE IX**

### **FINANCE**

#### **Section 1. The Fiscal Year**

The fiscal year of the MAEOPP will be from October 1 to September 30.

#### **Section 2. Financial Support**

Financial support will be derived from annual dues from members, conferences, workshop proceeds, and other activities.

### **Section 3. Dues**

- (a) Dues will be payable on October 1 and becomes delinquent on October 31 of each year. Dues and fee amounts will be set by the Executive Committee.
- (b) Dues not paid (postmarked) by October 31 of each year will become delinquent, with delinquent status resulting in loss of membership right.
- (c) Shall incur a fee for membership that will be set by the board of Directors each year.

### **Section 4. Fundraising**

MAEOPP has not in the past aggressively pursued fund raising; but future efforts may include:

1. Mail solicitations. A record of donors to the organization will be maintained. As the donor base is developed, an annual plan of encouraging previous donors to renew support via mail and other solicitations will be developed. A direct mail strategy incorporating names of potential new donors will also be considered.
2. Email solicitations. It is anticipated that communications to generate public support will be made via e-mail in the future.
3. Personal solicitations. Board of Directors, members, other volunteers and supporters of the organizations will be encouraged to request support from the programs from others that they know.
4. Vehicle and similar donations. The organization will accept vehicle or similar donations for use in its programs and activities –with in state and federal laws and guidelines governing such donations.
5. Foundation grants solicitations. Foundations whose mission and interests merge with those of the organization will be identified and appropriately solicited.
6. Phone solicitations. Generally, telephone solicitations will be used as a follow-up to mail or email solicitations of potential donors and in major campaigns.
7. Accept donations on your website. It is possible that in the future we will be able to accept donations to our website.
8. Government grant solicitations. Applications to local, federal, and state agencies will be appropriately made in an effort to develop wide-ranging public support.

9. Other. MAEOPP will use grassroots, special events, and annual camping fundraising techniques to generate public support.

Section 5. Specific Activities, No. 11 Acceptance of real property and other specific contributions

MAEOPP may in the future accept contributions of real property; intellectual property such as copyrights or works of music or art; or automobiles or other vehicles. Any such contributions will be accepted without any agreements or restrictions imposed by the donor that are contrary to existing law governing the specific type of contribution. All state and federal laws governing charitable donations of the specific type, or the proceeds from the sale thereof, will remain the property of the organization until or unless used or distributed in keeping with existing laws governing the organization and its operations.

## **ARTICLE X**

### **RULES OF ORDER**

Roberts Rules of Order (Revised Edition) will be the parliamentary authority for all proceedings of the MAEOPP unless otherwise specified in the constitution. The president will appoint a parliamentarian prior to each meeting of the Delegate Assembly.

## **ARTICLE XI**

### **DISSOLUTION OR FINAL LIQIDATION**

On Dissolution or Final Liquidation of the Association, the Executive Committee of the MAEOPP will (after paying or making provision to pay all debts, obligations, and liabilities) make adequate provisions to transfer, convey, or distribute all remaining assets determined by the Executive Committee upon a majority vote:

- (a) A non-profit organization or organizations, which may have been created to succeed the MAEOPP, as long as such organization or each of such organizations will then qualify as an organization exempt from taxation under section 501 (a) of such Code as an organization described in section 170 (c) (2) and 501 (c) 3 of such code.
- (b) No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose. No substantial part of the activities of the organization shall be



the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office.

- (c) A non-profit organization or organizations having similar aims and objectives as the MAEOPP and which may be selected as appropriate recipient of such assets as long as such organization or each of such organization will then qualify as an organization exempt from taxation under section 501 (a) of such Code as an organization described in section 170 (c) (2) and 501 (c) 3 of such code.

## **ARTICLE XII CONSTITUTIONAL AMENDMENTS**

1. Proposals to amend this Constitution will be initiated by the Executive Committee, unanimous recommendations of a standing committee, or any one member qualifying for membership under ARTICLE III, Section 2 and 3. If a proposal to amend is initiated by an individual member, it will be accomplished by a petition signed by at least (50) Active Professional and/or Associate Members. Six (6) copies of a proposed amendment will be certified to the Secretary at least forty- five (45) days before action is expected. The Secretary will make such certified proposed amendments available to The MAEOPP at least thirty (30) days before expected action and no vote will be taken until at least thirty (30) day after copies have been made available to the total membership of record.

The Constitution will be amended by: (1) a duly called meeting of the Delegate Assembly, (2) by mail, via email, or electronic voting system.

2. In the first instance, a two-thirds affirmative vote of those registered and eligible members at such a meeting is required in order to pass a proposed amendment, if done by mail; a two-thirds affirmative vote of all eligible members returning ballots is required.

**ARTICLE XIII  
IMPLEMENTATION**

The Constitution and By-Laws will be implemented and go into effect as per decision and schedule of the ratifying vote.

Ratified 4/25/79

Amended 4/86	ARTICLE IV, Section 5
	ARTICLE V, Section 2
	ARTICLE VII, SECTION 2
	ARTICLE VIII, SECTION 1,2,3
Amended 4/91	ARTICLE III, SECTION 5
Amended 4/98	
Amended 4/03	ARTICLE II
	ARTICLE IV, Section 2,3,5
	ARTICLE V, SECTION 1,2,3,4
	ARTICLE VI, SECTION 1,2,3,4
	ARTICLE VII, SECTION 1,2,3
	ARTICLE VIII, SECTION 1,2,3
	ARTICLE IX, SECTION 1,2,3
	ARTICLE X, SECTION 1,2,3
Amended 10/09	
	ARTICLE I
	ARTICLE II, SECTION 1,2,3
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	ARTICLE IV, SECTION 2,4,5
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	ARTICLE XIII
Amended 02/28/11	
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	ARTICLE XII