



MAFEPD -

Mississippi Association of Federal Education Program Directors

By-Laws

2025-2026

Approved: 6.20.2024

MAFEPD BYLAWS

ARTICLE I - INTRODUCTION

SECTION 1: NAME

The name of the organization shall be the Mississippi Association of Federal Education Program Directors.

SECTION 2: GOVERNANCE

MAFEPD is governed by the membership and the Board of Directors. The MAFEPD Board consists of Executive Committee (officers), two representatives from each congressional district, two at-large members all elected by the membership, and two appointed NAFEPA representatives. MAFEPD has established bylaws to govern this association.

SECTION 3: VISION

The vision of MAFEPD is to be the positive leader and a valued resource for federal programs directors in Mississippi.

SECTION 4: MISSION

The mission of MAFEPD is to enhance leadership and management of federal education programs in local educational agencies in the state of Mississippi.

SECTION 5: PURPOSES

The purpose of MAFEPD shall be the professional improvement of its members and the advancement of federal education program administration.

- a. To provide opportunities for federal education directors to discuss, propose, and take action on matters of common concerns relating to federal education programs.
- b. To support in the development of efficient and effective federal education programs.
- c. To promote and facilitate communication among federal education directors throughout the state of Mississippi.

ARTICLE II - MEMBERSHIP

SECTION 1: MEMBERSHIP

- a. The membership shall begin on July 1st and end on June 30th.
- b. The association shall have three categories of membership. These are active, honorary, and associate. The qualifications in each category are:
 1. **ACTIVE:** Active members are persons who actively engage in the direction or coordination of federal programs in public school districts in the state of Mississippi (Federal Program Directors).
 2. **HONORARY:** Honorary members shall be limited to retired directors or coordinators of federal programs in the state of Mississippi at the district and/or state level.
 3. **ASSOCIATE:** Associate members shall be limited to persons directly supporting the mission of the Organization (State and District Support Staff).

SECTION 2: DUES

- a. Annual dues are determined by the Board of Directors.
- b. Individuals eligible for active and associate membership shall become members by paying the annual dues.
- c. The annual MAFEPD dues of the President shall be paid by the organization.
- d. The annual dues and costs associated with attending the NAFEPA Conference shall be paid by the organization for the NAFEPA representatives.

SECTION 3: CHANGES TO THE MEMBERSHIP TERM AND DUES

- a. The annual membership year shall be from July 1st to June 30th. Dues are not prorated.
- b. The Board of Directors shall have the power to change the annual membership year and/or dues. For approving a change, at least two-thirds (66.67%) of the board members participating in the board meeting voting in the affirmative is required.

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SECTION 4: RIGHTS OF MEMBERSHIP

- a. Active members only shall have the privilege of holding office.
- b. Each member shall have the privilege of voting.
- c. Each member shall be entitled to receive all publications, newsletters, and resources produced or distributed by the organization.
- d. The organization has joint membership with NAFEPA. Therefore, NAFEPA membership dues are included in the MAFEPD annual dues.

SECTION 5: AFFILIATIONS

- a. All affiliations of this Organization shall be approved by a vote of the general membership.
- b. This organization shall become a member of NAFEPA (National Association of Federal Education Program Administrators).

Article III – Meetings

SECTION 1: ANNUAL MEETING OF MEMBERS

An annual meeting of the active members shall be held each year at the MAFEPD conference. Among the purposes of this annual meeting shall be the setting of policies and any necessary or desirable revisions of these Bylaws. All members registered for the conference are eligible to vote. For approving actions, at least fifty-one percent (51%) of the members present at the general meeting voting in the affirmative shall constitute a majority.

SECTION 2: NOTICE OF ANNUAL MEETING OF MEMBERS

At least fifteen (15) days prior to the annual meeting of members, notice of the time and place of the meeting shall be sent to all members electronically.

SECTION 3: ORDER OF BUSINESS AT MEETINGS

The order of business at the meetings of the members and the Board of Directors shall be as follows:

- a. Roll call
- b. Approval of Agenda
- c. Reading of minutes of preceding meeting
- d. Report of the President
- e. Financial report by the Treasurer
- f. Reports of the Standing Committees
- g. Transaction of other business
- h. Adjournment

Provided that, in the absence of any objections, the presiding officer may vary the order of business at his/her discretion. For approving actions, at least fifty-one percent (51%) of the members present at the meeting voting in the affirmative shall constitute a majority.

SECTION 4: SPECIAL CONFERENCE CALL MEETINGS OF MEMBERS

Special meetings of the members may be called at any time by the President or when requested by a minimum of 25% of the members of the Board of Directors.

SECTION 5: NOTICE OF SPECIAL MEETINGS OF MEMBERS

At least fifteen (15) days prior to any special meeting of members, written notice of the time, place, and purpose of such meeting shall be sent to all members electronically.

SECTION 6: REGULAR MEETINGS OF THE BOARD OF DIRECTORS

Regular meetings of the Board of Directors shall be held at least six times each year at such time and place as the Board shall determine including through conference calls. In the absence of meetings conducted face to face or via conference calls/virtual, approval of agenda items can be done via electronic voting.

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SECTION 7: SPECIAL MEETINGS OF THE BOARD OF DIRECTORS

Special meetings of the Board of Directors may be called at any time by the President or when requested by a minimum of 25% of the members of the Board. Written notice of time, place, and purpose of a special meeting shall be sent to each member of the Board of Directors.

ARTICLE IV - QUORUM AND RULES OF ORDER

SECTION 1: QUORUM OF MEMBERS

The presence in person of no less than 20 active members of this Association shall constitute a quorum at the annual meeting.

SECTION 2: QUORUM OF THE BOARD OF DIRECTORS

Fifty percent plus one of the voting Board of Directors shall constitute a quorum.

SECTION 3: RULES

Robert's Rules of Order, as modified, shall govern the conduct of all meetings of any part of the Association.

ARTICLE V - EXECUTIVE COMMITTEE AND BOARD MEMBERS

SECTION 1:

The Executive Committee of the Association shall be the President, the Vice-President, the Secretary, the Treasurer, and the Immediate Past President.

SECTION 2:

There are a minimum of twelve Board Members – two elected from each of the Congressional districts, two at large, and two appointed NAFEPA Representatives.

SECTION 3:

The Board of Directors, made up of the Executive Committee and the Board Members, under the authority and supervision of the Association, shall administer the work of the Association. It shall formulate its program and guide the work of the committees.

SECTION 4:

The President, Vice-President, Secretary, Treasurer, and Board Members shall be elected for a two (2) year term. Each of these officers may serve a maximum of two years each in that elected office. Each of the NAFEPA representatives shall serve a three-year term and may be appointed to succeed themselves.

SECTION 5:

If an active member is selected to fill an unexpired term, the selected Board Member shall serve only the remainder of that term. Five (5) members are to be elected each year.

Section 6:

Duties of the Executive Committee

- a. **The President** shall be the Chief Executive Officer of the Association. The President or his/her Designee shall preside over all meetings of the Executive Committee, the Board of Directors, and the Members. He/she shall have the general and active management of the business of the Association and shall see that all orders and resolutions of the Executive Committee, the Board of Directors, and the Members is carried into effect. He/she shall be an ex officio member of all the Standing Committees and shall have the general powers and duties of supervision and management usually vested in the office of President of an Association. He/she shall serve for an elected term of two (2) years and if unable to complete the term, be replaced by the Vice-President for the remainder of the term.
- b. **The Immediate Past President** of the Association shall serve as an officer of the Executive Committee.

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- c. **The Vice-President** of the Association shall perform the duties and exercise the powers of the President during his/her absence or disability. He/she shall serve as chair of the Conference Committee, serve for an elected term of two years, and become President for two years. If he/she is unable to complete the term, he/she will be replaced through a special election for the remainder of his/her term.
- d. **The Secretary** shall preserve in the books of the Association true minutes of the proceedings of all meetings. He/she shall serve for an elected term of two years. If the Secretary, for any reason, is unable or unwilling to complete his/her term of office, the President shall, with the majority approval of the Executive Committee, appoint an active member to serve as Secretary for the remainder of the term.
- e. **The Treasurer** shall be responsible for all funds and their safe keeping and accounting; assist the President and Board of Directors in preparing the annual budget; see that bills are paid in a timely manner; and make monthly fiscal reports. If the Treasurer, for any reason, is unable or unwilling to complete his/her term of office, the President shall, with the majority approval of the Executive Committee, appoint an active member to serve as Treasurer for the remainder of the term.
- f. All officers shall assume their respective offices immediately following their election. The terms of all officers and the Board of Directors shall be two years.
- g. Elections for the President, Vice-President, Treasurer, and Secretary shall be held during a general session of members. The Nominations Committee shall present at the annual meeting a slate of officers from among the active members in good standing. Any active member may make additional nominations of active members in good standing at the meeting. All members present at the business meeting during the annual conference will vote on the current slate of officers.

SECTION 7:

RESPONSIBILITIES OF COMMITTEES

- a. **AWARDS/RECOGNITION:** Chairperson is a NAFEPA Representative.
Convene committee to read and score applications for awards, if applicable; Secure appropriate recognition mementoes for State Leadership Awards and any special recognition at the conference.
- B. **AUDIT:**
Reconcile financial records at conference; Present results of financial audit to membership at the Annual Business Meeting.
- C. **BYLAWS/LEGISLATIVE:** Chairperson is a NAFEPA Representative.
Present Bylaws at Retreat; present possible Bylaws changes to board and to the membership as appropriate; update Bylaws as directed by the membership; present Legislative updates.
- d. **ANNUAL CONFERENCE:** Chairperson is the Vice-President.
Overall conference planning; Submit conference program to Program Design Committee for distribution.
 - **AUDIO-VISUAL**
Prior to Conference: Secure equipment for speakers and concurrent sessions as needed.
During Conference: Equipment setup as needed, ensure equipment is working properly for each session, maintain security of equipment.
 - **CONCURRENT SESSIONS:** Chairperson is the Secretary
Secure presenters for concurrent sessions (Call-for-Proposal forms, recruit presenters when needed).
 - **EVALUATION**
Develop and administer evaluation forms (General and Concurrent sessions), tabulate results of evaluations, present evaluation results to the Board.
 - **FOOD AND BEVERAGE**
Work with hotel to develop menu selections for meals and breaks, present menu selections to Board, communicate with hotel about menus approved by the Board.
 - **PRIZES/SOUVENIRS**
Secure door prizes prior to conference; present recommendations for souvenirs to the Board (ex: conference bags, items to include in bags).

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- **PROGRAM DESIGN**
Recommend possible themes to Board; recommend program cover design to the Board.
 - **RECOGNITION OF ATTENDEES**
Secure banners for sponsor recognition, name tag holders and lanyards for all conference attendees, and ribbons for Board Members and Speakers /Presenters.
 - **REGISTRATION**
Ensure someone is always present at the registration table, secure name tags, assist with all registration phases.
 - **SPEAKERS:** Chairperson is the President
Secure keynote speakers; assist with travel arrangements as appropriate/needed; during conference, ensure speakers are at the correct locations at the appropriate times.
 - **VENDOR BOOTHS:** Chairperson is the Treasurer
Designate location of vendor booths based on sponsorship; work with designated vendor for exhibit spaces; secure exhibitor's/vendor's forms and maintain a current list of all exhibitors/vendors; notification of acceptance or non-acceptance; during conference, follow previously established procedures for exhibitor/vendor registration and set-up as well as assist vendors with needs.
- a. **MEMBERSHIP:** Chairperson is the Treasurer
Maintain list of current members.
 - b. **NEWSLETTER/PUBLICITY:** Chairperson is a NAFEPA Representative
All facets of the newsletter.
 - c. **NOMINATION/ELECTION:** Chairperson is the President
Present slate of board members and officer nominations to Board for approval; present slate of nominees to membership.
 - d. **SCHOLARSHIPS:** Chairperson is a NAFEPA Representative
Collect scholarship applications, record date applications were received, convene committee to read and score applications, recognition of scholarship winners.
 - E. **AD HOC**
Special committee formed to carryout specifically assigned duties or responsibilities.

ARTICLE VI – VOTING AND ELECTIONS

SECTION 1: ENTITLEMENT TO VOTE

Each member of this Association in attendance at the annual meeting shall be entitled to vote on each subject properly submitted to a vote by the general membership. Each member of this Association shall be entitled to vote via an electronic ballot at a special meeting called for the general membership on each subject properly submitted to a vote by the general membership.

SECTION 2: ELECTIONS

Elections for the President, Vice President, and Secretary shall be held after a two-year term. The election will be held during the annual meeting of members. The Standing Committee on Nominations and Elections shall present at the annual meeting a slate of officers from among the active members in good standing. Additional nominations of active members in good standing may be made by any active member at the annual meeting. Each candidate shall be afforded an opportunity to address the members present.

Each member shall have one vote to be cast.

The Standing Committee on Nominations and Elections shall each year establish the procedures, rules, and timelines for all elections consistent with these Bylaws.

ARTICLE VII - AMENDMENTS

A proposed amendment of the Bylaws must be submitted to the board of directors at least sixty days prior to the annual business meeting. The board will present the proposed amendment to the general

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membership at least thirty days prior to the annual business meeting and must be approved by a majority of members present at that meeting.

ARTICLE VIII -- SCHOLARSHIP

The state organization will award two (2) monetary scholarships in the amount of \$2,500 each. The winners will be named in honor of Johnny Thornton (Johnny Thornton Scholarship Award) and Iva McCants (Iva McCants Scholarship Award). The winners will represent the State of Mississippi in the national competition for scholarships awarded by the National Association of Federal Education Program Administrators (NAFEPA).

ARTICLE IX – EXECUTION OF INSTRUMENTS

SECTION 1: CHECKS AND ORDERS FOR PAYMENT OF MONEY

All checks, drafts, and orders for payment of money shall be signed in the name of the Association by the treasurer or other officers or agents as the Board shall designate for that purpose, and whoever is designated as a signer must be bonded.

SECTION 2: FISCAL AND PLANNING YEARS

The Fiscal Year has been determined by the Board of Directors to be July 1st to June 30th. The Planning Year is from September 1st to June 30th.

SECTION 3: CONFLICT OF INTEREST

No board member may vote upon a matter in which he or she has a direct financial interest. No board member may vote upon a matter in which he or she has a business or family relationship with anyone who has a direct financial interest. Immediately upon becoming aware that such a conflict may exist, a board member must disclose the existence of the potential conflict to the remaining board members. If, by a vote of the remaining board members, a conflict of interest is found to exist, the board member with the conflict shall withdraw from further deliberation and refrain from voting on the matter. Each Board member must sign an annual conflict of interest declaration.