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**MISSISSIPPI STATE FEDERATION OF CHAPTERS
NATIONAL ASSOCIATION OF RETIRED FEDERAL EMPLOYEES**

CONSTITUTION

ARTICLE I. NAME

This organization shall be known as the Mississippi State Federation of Chapters of the National Association of Retired Federal Employees.

ARTICLE II. OBJECTIVES

The purpose of this Federation shall be: to aid and support the National Association in the objectives set forth in its Articles of Incorporation; to unite fraternally for mutual benefit to all Chapters within the area of the Federation; to promote the general welfare of all retirees, including more liberal retirement laws and annuities; and to support civic and patriotic activities upholding American institutions and ideals.

ARTICLE III. MEMBERSHIP

All chapters within the area specified shall be eligible for membership in this Federation and may retain membership upon payment of a per capita tax as prescribed by the By-Laws.

ARTICLE IV. CONVENTIONS

State conventions shall be held annually during the month of May in a place selected by the Federation President and approved by the Executive Board or at a time and place determined by the Executive Board in case of an emergency. The Convention shall be for the purpose of transacting business; discussing chapter problems and other matters of interest to retirees; and to provide social, fraternal and educational programs. Each chapter shall be entitled to representation at the convention by one or more delegates, on such basis as the Federation By-Laws prescribe.

ARTICLE V. OFFICERS AND EXECUTIVE BOARD

The officers of the Mississippi Federation of NARFE Chapters shall be a President, a First Vice President, a Second Vice President, a Secretary, a Treasurer (or a Secretary-Treasurer), and District Representatives, together with any other officers provided for by the Federation By-Laws. All officers, together with District Representatives for which the Federation By-Laws provide, shall constitute the Executive Board of the Federation. The officers and any other members of the Executive Board shall be elected by the Convention, and beginning July first following the convention, shall serve one year or until their successors shall be installed. In case of a vacancy at any time between conventions, the Executive Board shall fill the vacancy to finish the term.

ARTICLE VI. AMENDMENTS AND BY-LAWS

Proposed amendments to this constitution after approval by the Federation Executive Board, in order to be adopted, must be approved by a two-thirds vote of the Convention and by the National Headquarters, provided that a sixty day advance notice has been given to the chapters OR by two-thirds majority consent in

the absence of such advance notice.

By-Laws of the Federation, as distinct from the Constitution and relating to matters of local concern or convenience -- but not to conflict with provisions of the Constitution -- may be adopted or amended by a two-thirds vote of any convention, provided sixty-day advance notice has been given to the chapters, OR by a two-thirds majority consent in the absence of such advance notice.

BY-LAWS

ARTICLE I. OFFICERS AND EXECUTIVE BOARD

The officers of this Federation shall be a President, a First Vice President, a Second Vice President, a Secretary, a Treasurer (or a Secretary-Treasurer), a District Representative from each of the U.S. Congressional Districts in the Federation Area, and the Immediate Past President of this Federation, all elected for one year and to serve until their successors are installed. The Executive Board shall carry out the orders of the Federation and shall attend to necessary business when the Convention is not in session. The fiscal year for the Federation shall coincide with the terms of Federation Officers -- July 1 through June 30 of the following year.

ARTICLE II. PRESIDENT

The President shall preside at all meetings, perform the duties naturally pertaining to the presidential office, shall call special meetings when necessary or when requested by thirty percent of the member chapters, and shall sign all checks and warrants with the Treasurer, subject to such restrictions as may be set by the Federation of the Executive Board.

Prior to the beginning of the fiscal year, the President elect shall submit to the Executive Board his/her proposed budget for the ensuing year for approval by the Executive Board.

ARTICLE III. VICE PRESIDENTS

The First Vice President shall preside in the absence of the President, and perform presidential functions in case of vacancy in the office of President. The Second Vice President shall thus serve in the absence of both President and First Vice President.

ARTICLE IV. SECRETARY

The Secretary shall keep a true record of all proceedings, forward to the National Secretary a copy of the minutes of each meeting, attend to correspondence, maintain a record of membership, and perform all other duties normally required by this office.

The Secretary shall prepare an Annual Report immediately after the Convention covering all activities of the Federation and copies of same shall be promptly sent to each Chapter of the Federation and four copies to the President of the National Association in Washington, D.C.

ARTICLE V. TREASURER

The Treasurer shall receive all monies due the Federation, keep a true account of all monies received and paid out, deposit monies in a bank approved by the Federation, draw checks against same when approved by the President under rules of the Federation or the Executive Board, and perform all other duties required by this office.

There shall be at all times one other member of the Executive Board authorized to sign checks and do

other business of the Federation with the bank.

ARTICLE VI. CHAPLAIN

The Chaplain will be appointed by the President and shall pronounce the invocation and dismissal of the Convention, shall hold memorial service, and shall perform all other duties incidental to this office.

ARTICLE VII. SERGEANT-AT-ARMS

The Sergeant-At-Arms will be appointed by the President and will keep order at all Federation Conventions and be available at all times to assist the presiding officer in discharging his duties as such, in every way possible.

ARTICLE VIII. DISTRICT REPRESENTATIVES

SEC. 1 A District Representative must be a resident of and a registered voter in the Congressional District he represents.

SEC. 2 A District Representative under the general policy guidance of the Federation's Executive Board shall in his respective District:

- a. Represent and act as Liaison Officer between Chapters and the Federation and help Chapters solve their problems.
- b. Aid in the reactivation of inactive Chapters and in the organization of new Chapters, including attendance at the Charter presentation meetings.
- c. Visit each Chapter as frequently as necessary but at least once each year.
- d. Encourage Chapters to have representatives join him each year at the training seminar.

ARTICLE IX. COMMITTEES

The President shall appoint all committees deemed desirable and needed for the proper functioning of the business of the Federation, except Members of the Nomination Committee. Each District Representative will recommend a Member for their respective Congressional District. The Chairmanship of the Nomination Committee will be rotated each year through the individual Congressional Districts in ascending numerical order, beginning with District 1, 1 July 1988.

ARTICLE X. REVENUES

The revenues of the Federation shall be obtained from the payment by each member chapter of a per capita tax of \$1.00 per member, except that new reorganized chapters shall pay an equivalent per capita tax prorated by quarters during the period in which the chapter was chartered, and payable on the membership existing on the semi annual chapter membership roster prepared by the National office in the fall, usually in late October of each year, and which is to be remitted to the Federation Treasurer by January 10 following.

ARTICLE XI. DELEGATES TO STATE CONVENTION

SEC. 1 Each chapter in good standing shall be entitled to send to the Convention of the Federation one delegate for each ten active members or fraction of ten, as shown by the last per capita tax report. One delegate may cast the voting power of the chapter he or she represents and any chapter not represented may

give its proxy to another chapter.

SEC. 2 All elective officers and past presidents of the State Federation shall be entitled to one vote in State Conventions.

SEC. 3 The President shall appoint a Federation Convention committee to plan the convention. They will prepare and submit to the Executive Board: (a) a budget, (b) provide for an audit, and (c) call for resolutions.

SEC. 4 In any Federation convention the quorum necessary to transact business shall consist of seven delegates representing four or more chapters.

SEC. 5 A Parliamentarian shall be appointed by the President to serve at each Federation convention. The Parliamentarian shall be knowledgeable about the Constitution, By-Laws and Robert's Rules of Order (Newly revised).

SEC. 6 Robert's Rules of Order (Newly revised) shall be observed at all Federation conventions.

SEC. 7 The order of business should include:

1. Invocation and Pledge to the flag.
2. Report of Credentials Committee.
3. Roll Call of officers.
4. Reading of Minutes of the Previous Convention.
5. Reading of Communications.
6. Report of Officers and Committees.
7. Unfinished Business.
8. New Business.
9. Election and Installation of Officers.
10. Good of the Federation
11. Adjournment.

SEC. 8 No smoking will be permitted in the Convention Hall while the Convention is in progress nor in the Banquet Hall while the Banquet is in progress under any conditions.

THE FEDERATION'S EXECUTIVE BOARD APPROVED THE SUBMISSION OF THESE CHANGES FOR YOUR CONSIDERATION AT ITS FEBRUARY 22, 1994 MEETING AND RECOMMENDS THEIR ADOPTION.

Adopted and passed on May 17, 1994 by delegates at the 1994 Mississippi Federation Convention.

AMENDMENT I.

AMENDMENT TO CONSTITUTION AND BY-LAWS (NAME CHANGE)

ADDENDUM TO CONSTITUTION AND BY-LAWS EFFECTIVE JULY 1, 1996 THE ORGANIZATION'S NAME WILL BE CHANGED TO REFLECT ITS INCORPORATION. ARTICLE I IS REPLACED IN ITS ENTIRETY BY THE FOLLOWING:

ARTICLE I. NAME

THE ORGANIZATION WILL BE KNOWN AS THE MISSISSIPPI STATE FEDERATION OF CHAPTERS OF THE NATIONAL ASSOCIATION OF RETIRED FEDERAL EMPLOYEES, INCORPORATED. IT WILL BE REFERRED TO AS THE FEDERATION.

THE NAME CHANGE WAS APPROVED UNANIMOUSLY BY THE 1996 CONVENTION DELEGATES IN SESSION ON MAY 20, 1996.