

## Outstanding Chapter Operations Award

- How does your chapter excel in its operating processes, including policies and procedures, budgeting, recognition of agencies and individuals and involvement with NIGP?

As an organization of public procurement professionals, the Minnesota Chapter of NIGP (Chapter) values impartiality and transparency in our operations. We strive to make policies and procedures understandable and create guiding documents that ensure that our decisions and actions are unbiased. Within the past year we have worked towards improving the following documents that support our operations and our members:

- Membership and Cancellation Fee Policy – Approved in 2019. Excerpts found in Attachment 1
  - To support and grow membership, we are now offering a discounted membership rate to new individual members paying for their own membership.
  - If a member must cancel attendance to a Chapter event last minute due to extenuating circumstances, the Chapter will consider a refund on a case-by-case basis. This way the Chapter can waive all or some of the event fee, which is a benefit to any member affected by the hardship.
- Chapter Academy policy – Approved end of 2018, implemented 2019. Excerpts found in Attachment 2
  - Clarified which Board positions the Chapter would send to Chapter Academy.
  - Clarified the types of expenses to be reimbursed by the Chapter and tied reimbursement to GSA per diem rates.
- National Forum policy – Approved end of 2018, implemented 2019. Excerpts found in Attachment 3
  - Clarified which Board positions the Chapter would send to National Forum.
  - Clarified the types of expenses to be reimbursed by the Chapter and tied reimbursement to GSA per diem rates.

Chapter operations also conform to the following policies, which are reviewed and edited as necessary:

- Solicitation & Donation Policy;
- CPPB/CPPO Test Fee Reimbursement Policy;
- Signing Authority Policy;
- Emergency Meeting Cancellation Policy;
- Record Retention Schedule;
- Audit Policy;
- Elections Policy; and
- By-Laws.

The results of every changing and updated policies ensure that our chapter has the most up-to-date information and that we are conforming to what is happening in our environment. This has made it easier for our board to know who attends each event and helps others who are not in the board know what to expect and to entice them to be a part of the board.

The world is a crazy place, as we see with Covid-19, and allowing our members to be reimbursed for cancellations shows them that they are more than a number or a dollar figure to the chapter and that we care about them and that they have other parts of their lives than our chapter. Allowing some flexibility, they will have more allegiance to our chapter and want to participate in it. It is more than a chapter; it is a family feel.

If chapters want to pursue changing their policies to reflect their members and what is important to them, they can start slow and change one policy at a time. Let their members know why they are changing the policy and what that means for them. Communicating to the members also helps with embracement of new policies and let them know you care.

### **Attachment 1: Excerpts from the Membership and Cancellation Policy**

#### **Membership:**

- a. Discounted membership rates will be offered to new individual members paying for their own membership, and new agencies that have never paid for any MN NIGP membership. The current rate is published in the Membership Application.

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#### **Cancellation:**

- a. Cancellation for conferences or courses in which registration was completed through the National NIGP website will be per National NIGP's cancellation policies.
- b. Individuals who register to attend a MN NIGP course or conference may cancel their registration at any time prior to the first day of the event. Refunds will be as follows:
  - i. 100% refund if cancellation is received 30 days prior to the start date of the event.
  - ii. 50% refund if cancellation is received 14-29 days prior to the start date of the event.\*
  - iii. No refund if cancellation is received within 14 days prior to the start date of the event, or for failure to attend.\*

\*A refund may be requested if the individual is unable to attend due to extenuating circumstances. The request for reimbursement must be in writing and be emailed to [info@mnnigp.org](mailto:info@mnnigp.org). Examples of extenuating circumstances include:

- Medical emergency
- FMLA leave
- Funeral leave

MN NIGP has 30 days to review and issue the amount refunded, if any. Each request will be considered on a case-by-case basis and is not guaranteed.

## **Attachment 2 – Excerpts from Chapter Academy Policy**

- a. The Chapter will send the Vice President and Secretary to Chapter Academy if the Board of Directors deems the Chapter Budget to be in good financial standing. If the Chapter Budget is not deemed sufficient to send both Vice President and Secretary then only the Vice President will attend.

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In the event that the Vice President will not be attending or need the funds in order to attend Chapter Academy, the dollar amount budgeted will be made available to another representative in the following manner;

- a. First – from the Board of Directors in the order of office. Order of office being: Secretary; Treasurer; Board Member; or
- b. Second – President; Past President; or
- c. Third – the Board will allocate the funds as decided upon.

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- c. The amount budgeted shall include expenses for each attendee for registration as set by NIGP, airfare, travel to/from airport, meals and incidentals, hotel, luggage fees, and mileage (“eligible expenses”).
  - d. Actual expenses paid by MN NIGP per attendee shall not exceed the amount budgeted per attendee. MN NIGP may pay for attendee’s eligible expenses directly. Eligible expenses incurred by the attendee will be reimbursed when accompanied with an original or copy of a receipt, with the exception of meals and incidentals which will be paid at the applicable GSA per diem rate. Requests for reimbursement must be sent to the Treasurer.

## **Attachment 3 – National Forum Policy**

- a. The Chapter will send the current President and Treasurer to the National Forum (Forum) if the Board of Directors deems the Chapter Budget to be in good financial standing. If the Chapter Budget is not deemed sufficient to send both President and Treasurer then only the President will attend.

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In the event that the President will not be attending or need the funds in order to attend Forum, the dollar amount budgeted will be made available to another representative in the following manner;

- a. First – from the Board of Directors in the order of office. Order of office being: Vice President; Secretary, Treasurer; Past President; Board Member; or
- b. Second – the Board will allocate the funds as decided upon.

In the event that the Treasurer will not be attending or need the funds in order to attend Forum, the dollar amount budgeted will be made available to another representative in the following manner;

- a. First – from the Board of Directors in the order of office. Order of office being: Secretary; Board Member; Past President; or
  - b. Second – the Board will allocate the funds as decided upon.
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