



## **BY LAWS OF THE ALASKA-HAWAII GOVERNMENTAL PROCUREMENT ASSOCIATION CHAPTER OF NIGP**

### Mission Statement

To develop, support, and promote excellence in the public procurement profession in the Alaska and Hawaii region, through education, collaboration, and addressing the challenges unique to our distant locations.

### Vision Statement

“Be an outstanding professional resource for Alaska and Hawaii procurement professionals by providing relevant and timely networking, educational and certification opportunities while promoting and maintaining the highest ethical standards.”

# **Bylaws of the Alaska-Hawaii Governmental Procurement Association**

## **ARTICLE I – NAME**

The name of this organization shall be the Alaska-Hawaii Governmental Procurement Association (AHGPA).

## **ARTICLE II – PURPOSES**

The purposes of the AHGPA shall be:

- To encourage and promote professional development;
- To exchange information, ideas, and experiences and obtain expert advice on local and state purchasing practices and policy issues;
- To provide leadership in professional public procurement and improve the quality of procurement to attain greater efficiency and economy;
- To foster a spirit of active cooperation and mutual support within the community of public purchasing practitioners; and
- To promote high ethical conduct, high standards of professionalism, and best practices in public purchasing and materials management.

## **ARTICLE III – MEMBERSHIP**

### **Section I. Regular Membership**

Membership in the Chapter shall be open to all public institution purchasing and materials management personnel including federal, state, county, municipal and township activities, public school systems, colleges, universities, hospitals, commissions, authorities, libraries and any other political subdivisions of the State; full and/or part time employees of NIGP member agencies provided they spend the majority of their time involved in purchasing or materials management functions; persons with employment in public positions having a direct or indirect influence on the public purchasing process; persons who were formerly employed in the public purchasing profession and are anticipating re-entry into the profession. Regular members shall be eligible to enjoy all the privileges of Chapter membership. Membership in NIGP is not required.

### **Section II. Application**

Applicants shall apply for membership through the Association's website. The Membership Chairperson shall determine whether the applicant meets the requirements for membership set forth in Section I of this Article. If the applicant meets the requirements, the Membership Chairperson shall enroll the applicant as a member of the Association in good standing.

## **ARTICLE IV – OFFICERS AND ADMINISTRATION**

### **Section I. Board of Directors:**

The governing body of this Chapter shall be an executive board called the Board of Directors, chaired by the President, and consisting of the President, Vice-President, Secretary, Treasurer, standing Committee Chairs and two members of the chapter in good standing.

### **SECTION II. Duties of the Officers**

a) **President.** The President shall:

- Exercise general supervision over the affairs of the Chapter
- Preside over all meetings of the Chapter
- Be a member ex-officio of all Committees
- Execute, in the name of the Chapter, all written contracts of the Chapter
- Authorize expenditure or commitment of Chapter funds.
- Within thirty (30) days after his/her election, shall appoint the standing Committees.

b) **Vice-President.** The Vice President shall:

- Serve and fulfill the duties of the President in the absence of the President or due to a vacancy of that office until filled
- Expend or commit Chapter funds during the temporary absence of the President or Treasurer, and
- Perform such duties as assigned by the President.

c) **Secretary.** The Secretary shall:

- Create and keep a true and correct record (i.e. meeting minutes) of the proceedings of all meetings of the Chapter and of the Board of Directors, and take care of the general correspondence of the Chapter
- Transmit all notices of meetings and affairs of the Chapter to the members of the Chapter and to NIGP (as needed), and
- Perform such other duties as assigned by the President or Board of Directors.

d) **Treasurer.** The Treasurer shall:

- Maintain a complete record of receipts and disbursements
- Establish and maintain a bank account in a bank, credit union or such other establishment as approved by the Board of Directors
- Collect and keep such dues and assessments that may be levied by the Chapter and any other income of the Chapter and to disburse such funds as authorized by the Board of Directors
- Prepare and submit (and sign as needed) all credit card transactions, checks on behalf of the Chapter and secure the President's (or Vice President's as needed) approval prior to disbursement of funds
- Share the annual budget projection at least two weeks prior to the Annual Meeting and to the Board of Directors at each regular Board teleconference or meeting
- Post monthly Treasurer's Report to the Chapter website, and
- Perform such other duties as assigned by the President or Board of Directors.

e) **Vacancies**

- If there are no eligible and willing candidates for a vacant position, the Board of Directors may appoint a volunteer to fill the vacancy by simple majority vote of the Directors.

**ARTICLE V. ELECTION OF OFFICERS**

**Section I.**

Officers and Directors shall be elected annually at the January Chapter meeting from a slate of candidates presented by the nominating committee at the November Chapter meeting and any eligible members nominated from the floor. A majority vote of the membership present is sufficient to elect, subject to the considerations of the following paragraph.

**Section II.**

No member of the Chapter shall be considered for any office unless he or she has been a member in good standing for at least one year immediately preceding the election. A member may be a candidate for only one office per election.

**Section III.**

No more than two members from the same organization shall be proposed as officers by the nominating committee for the same term. Others may be nominated from the floor with the potential of three or more from the same organization being elected.

**Section IV.**

The slate of candidates shall be presented in the November chapter newsletter with a brief biography of each person that includes, but is not limited to, the name of their employer, position title, purchasing employment history, service to the Chapter, and professional certifications, if applicable.

**Section V.**

The President shall appoint a canvassing board to count the votes. The canvassing board will collect all ballots at the election and retire to consider the results. All ballots will be counted and totals compared. If a tie vote exists, the decision will be by flip of a coin.

**Section VI.**

The office of President shall alternate between each state each election. The President and Vice President will not be from the same state. If there no candidate from the other state at the time of elections, the office will be opened to all candidates.

## **ARTICLE VI. TERM OF OFFICE**

### **Section I.**

The term of office of the officers shall be for a period of two years, commencing upon installation and ending upon the installation of the elected successors.

### **Section II.**

The term of office for the Executive Board members shall be for two years with three members elected every other year.

Board members may not serve more than four years consecutively, whether elected and/or appointed to fill a vacancy. Following a period of at least one year off the Board, a member may again serve as a Board member.

### **Section III.**

Installation of officers and the Board members is to occur during the January Chapter meeting.

## **ARTICLE VII. DUES**

The amount of annual membership dues for the following year shall be set by majority vote of members present in consideration of recommendations by the Board of Directors and membership not later than the regular November Chapter meeting.

## **ARTICLE VIII. FUNDS**

Bank accounts and expenditures for the chapter shall be maintained with two approvals and one signature from any current officer. One approval must include the treasurer. The executive board shall establish by policy any requirements for check signatures, fund transfers, and other financial transactions.

## **ARTICLE IX. MEETINGS**

### **Section I. General Membership Meetings**

The Chapter shall hold General Membership Meetings on a quarterly basis for a minimum of four meetings per year. The Board of Directors may call additional General Membership Meetings as they are needed. Committee Chairs shall submit reports to the membership at each General Membership Meeting.

### **Section II. Annual Meeting**

The purpose of the Annual Meeting shall be to announce newly-elected officers, present the

annual report and financial statement, and complete other transactions of business. Awards may also be presented. The annual meeting shall be the last General Membership Meeting of the year, unless otherwise announced by the Board a minimum of (30) days before the meeting date.

### **Section III. Special Meetings**

The President on his or her own motion may call Special Meetings of the Chapter. Any other officer upon approval of the Executive Board may call Special Meetings. Regular members of the Chapter may, upon approval of the Board of Directors or upon presenting written approval of two-thirds (2/3) of the regular membership call for a special meeting of the Chapter.

### **Section IV. Committee Meetings**

Committees shall meet as often as necessary to accomplish their goals.

### **Section V. Notice of Meetings**

Written notice of the purpose, time and place of all General Membership, Annual, or Special Meetings of the Chapter shall be given by the Secretary to all members. Such notice shall be served to members no less than fifteen (15) days and no more than sixty (60) days prior to the meeting. Written notice may be provided by mail or by use of any authorized communications equipment.

## **ARTICLE X. STANDING COMMITTEES**

### **Section I. Education/Programming Committee**

The Education/Programming Committee's primary responsibilities include:

- Planning, establishing, and coordinating educational programs, subject to approval by the Board, which further the knowledge, expertise, and professionalism of the Membership, such as organizing workshops and NIGP seminars; and towards certification (CPPB and CPPO) of the Chapter members.
- Planning and coordinating the speakers and programming at General Membership Meetings.

### **Section II. Nominating Committee**

The Nominating Committee shall consist of not less than three members, two of whom are appointed by the President. The committee shall receive and evaluate recommendations from the members regarding individuals suggested for candidacy.

The committee shall select at least one candidate for each office for which a term is expiring. This slate of nominees will be turned over to the President no later than five days prior to the

meeting scheduled to announce the recommended slate of candidates.

No changes in nominees on this slate may be made after submission to the President except at the request of the nominee.

Nominations may be made from the floor at the monthly meeting after the recommended slate is presented. Nominations from the floor may also be made immediately prior to the election. Nominations from the floor may be made only if the nominee has given express permission for his name to be placed in nomination.

### **Section III. Technology & Communication.**

The Communications Committee shall publish and maintain a Chapter web site, and publish a monthly Chapter newsletter, and shall publish and issue such other communications via social networks as directed by the Executive Board.

### **Section IV. Ad Hoc Committees**

The Chapter President may form ad-hoc (special) committees as needed. Ad hoc Committee Chairs are appointed by the President, but do not have voting rights on the Board of Directors.

## **ARTICLE XI. PROCEDURES**

### **Section I. Quorum**

A quorum at board meeting shall consist of a majority of the board members. A quorum at any regular meeting shall consist of a minimum of twenty (20) percent of the members eligible to vote.

### **Section II.**

Roberts Rules of Order are the accepted rules of procedure for this Chapter.

## **ARTICLE XII AMENDMENTS**

The Bylaws may be amended at any regular meeting by a two-thirds majority vote of the quorum present. Any proposed amendment must be published first via the newsletter and distributed to the membership at a regular Chapter meeting and shall be voted on at the next regular meeting at which a quorum is in attendance.