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*Constitution & Bylaws*

*Assiniboia Chapter*

*of the*

*National Institute of Governmental Purchasing, Inc.*

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## **CONSTITUTION**

### **ARTICLE I – NAME**

The name of this NIGP Chapter shall be the Assiniboia Chapter of NIGP.

### **ARTICLE II – OBJECTIVE**

The objectives of this Chapter are to establish cooperative relationships among its members for the development of efficient purchasing methods and practices in the field of education, governmental and public institutional procurement: to encourage maintenance of ethical standards in buying and selling: to promote uniform public purchasing laws and simplified standards and specifications: to collect and disseminate useful information for its members: to promote the interchange of ideas and experience within the purchasing professions: to encourage research and investigation and to sponsor such activities that may be useful in providing its members with knowledge for efficient procurement: and to strive by all legitimate means to advance the purchasing profession.

### **ARTICLE III – MEMBERSHIP**

1. **Membership.** Membership in the association shall be open to (a) Federal, Provincial, Civic, County, Municipal, and Township activities, Public School Systems, Colleges, Universities, and Political Subdivisions of the Province, that hold membership in NIGP, and (b) full time employees of major agencies provided they spend the majority of their time involved in purchasing or the materials management function.
2. **Honorary Membership.** Honorary membership may be conferred by unanimous vote of the executive Board upon individuals who have made distinguished contributions to the purchasing profession of this Chapter. Honorary members shall not be entitled to vote or hold office and shall be exempt from fees and dues.
3. **Retired Membership.** Retired membership may be conferred upon members of this Chapter upon their retirement from the pursuit of their livelihood through active employment, and upon written request for such membership. Retired members shall not be entitled to vote or hold office and shall be exempt from payment of fees and dues.
4. **Admission.** An applicant becomes a member upon acceptance of the application and payment membership fees.

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

1. **Board of Directors.** The governing body of the association will be an executive board consisting of the President, 1<sup>st</sup> Vice-President, 2<sup>nd</sup> Vice-President, Secretary, Treasurer and Past-President, and shall be known as the Board of Directors. The members of the Board shall act in an advisory position and shall attend all Board of Directors meetings.
2. **President.** The President shall exercise general supervision over the affairs of the Chapter, act as the Chapter Relations Officer, and perform all duties incident to the office of President.
3. **1<sup>st</sup> Vice-President.** The 1<sup>st</sup> Vice-President shall develop and administer nomination and selection pertaining to annual awards and scholarships of the Chapter, ensure that the audit of financial records is performed, ensure that all chapter meetings are conducted in accordance with “Roberts Rules of Order”, and perform all duties assigned by the President.
4. **2<sup>nd</sup> Vice-President.** The 2<sup>nd</sup> Vice-President shall perform such duties assigned by the President.
5. **Secretary.** The secretary shall maintain a written record of the proceeding of all meetings of the Chapter and perform the usual duties of Secretary.
6. **Treasurer.** The Treasurer shall be responsible for the funds of the Chapter, shall maintain a complete record of receipts and disbursements, and shall render a true and complete report relative to the affairs of the office at each meeting.
7. **Past-President.** The Past-President shall be responsible for establishing and maintaining a comprehensive Assiniboia Chapter history and perform such duties as assigned by the President.

## **B. BYLAWS**

### **ARTICLE I – ELECTION OF OFFICERS**

1. Officers shall be elected annually at the anniversary date of the organization from a slate of candidates presented by a nominating committee and any eligible members nominated from the floor. A majority of those voting will be required for a candidate to win election.
2. No member of this Chapter shall be considered for any office unless he or she has been a member in good standing of NIGP for at least one year preceding the election and preferably represents an agency membership of NIGP.

## **ARTICLE II – TERM OF OFFICE**

1. The term of office of all officers and directors shall commence on January 1<sup>st</sup> of the year following their election.
2. The term of office of all officers shall be for a period of one year, but not more than two years.

## **ARTICLE III – VACANCIES**

1. Vacancies shall be filled in accordance with the procedures of Article I, Section II of the Bylaws.
2. In the event of a vacancy in the office of the Board Member-at-Large (2<sup>nd</sup> Vice-President), A special election shall be held in accordance with Article I, Section II of the Bylaws.

## **ARTICLE IV – DUES**

1. Dues will be assessed members on an organization or individual basis. Amount of dues to be set by majority vote of members present by recommendation of Executive Board at a regular meeting.
2. New members joining Assiniboia Chapter of NIGP after June 30th will be assessed a membership fee of 50% of regular membership fees.

## **ARTICLE V – FUNDS**

1. A bank account for the Chapter shall be maintained with four signatures registered, to include the President, 1<sup>st</sup> Vice-President, Treasurer, and Secretary, any two of which shall be required on all cheques.
2. The Chapter shall not exercise the power of borrowing funds.
3. The Chapter shall establish a reserve fund for Forum Attendance. Forum sponsorship will be allotted for an annual maximum of \$2,500 in the currency of the Forum host country. Funds up to the maximum of \$2,500 will be available for reimbursement to the President and any amount unused by the President will be distributed to Chapter members, at the discretion of the Executive.

## **ARTICLE VI – MEETINGS**

1. Annual Meeting. The Institute shall hold an annual meeting on or before January 1 each year, of which due notice shall be given to all members.
2. Calling of Meetings. Meetings of the society may be called at any time by the Secretary upon instructions of the President or Board by notice in the mail eight days previous to the date of such meeting. A Special meeting shall be called by the President or Secretary upon receipt by him/her of a petition signed by one-third of the members in good standing, setting forth the reasons for calling such meeting.

## **ARTICLE VII – STANDING COMMITTEES**

1. The following committees will be appointed by the Board of Directors on an annual basis:
  - a) Programs and Nominations
  - b) Professional Development
  - c) Membership
  - d) Publications/Communications
  - e) Finance
  - f) Constitution and Bylaws
2. Each committee shall consist of a sufficient and reasonable number of members with the Chair appointed by the Board of Directors.
3. The Committee shall receive and evaluate recommendations from the members regarding individuals suggested for candidacy.
4. 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.
5. No change in nominees on this slate may be made after submission to the President except at the request of the nominee.
6. Nominations may be made from the floor at the monthly meeting, but only if the nominee has given express Permission in writing that their name be placed in nomination.
7. Each committee shall review and update their mandate on a yearly basis and submit the revised mandate to the Board of Directors for approval.

## ARTICLE VIII – PROCEDURES

- A. Quorum. A quorum at the Board meeting shall consist of a majority of the officers.
- B. A quorum at any regular meeting shall consist of a minimum of ten percent of the members of the Chapter.
- C. Roberts Rules of Order shall govern all meetings of the association.
- D. Notice

Under the provisions of the Bylaws, whenever notice is required to be given, unless otherwise provided in this Bylaw, the notice may be valid if given personally, couriered, delivered, telegraphed, telecopied, emailed or faxed to the director, officer, or member at the address or number appearing in the books of the institute.

- E. Error or Omission in Notice

No error or omission in giving notice of an annual or general meeting or any adjourned meeting, whether annual or general, to the members of the Institute or the Board shall invalidate or make void any proceedings taken at it.

- F. Adjournment

Any meetings of the Institute or of the Board may be adjourned to any time and from time to time, and the business may be transacted at the adjourned meeting as might have been transacted at the original meeting from which the adjournment took place. No notice shall be required of any adjournment.

- G. Books, Records and Reports

The books and records of the Institute may be inspected by any member at the annual meeting provided for herein, or at any time, upon giving reasonable notice and arranging a time satisfactory to the office or officers having charge of same.

Each member of the Board shall at all times have access to such books and records.

- H. Seal

The Institute shall have a seal of such design as may be approved by the Board. The seal shall be kept in the charge of the Secretary or other person appointed by the Board.

The signatures of the President and Secretary must appear where the seal of the society appears.

### **ARTICLE IX – AUDITING**

The books, accounts and records of the Secretary and Treasurer shall be audited at least once each year by a member in good standing, other than the Secretary or Treasurer, with the appropriate credentials, assisted by one other member in good standing.

A complete and proper statement of the standing of the books for previous year shall be submitted by such auditor at the Annual Meeting of the society. The fiscal year of the society in each year shall be January 1.

### **ARTICLE X – RENUMERATION**

Unless authorized at a meeting of the members and after notice of same shall have been given no officer or member to the Institute shall receive remuneration for his services.

### **ARTICLE XI – INDEMNIFICATION OF DIRECTORS AND OFFICERS**

All Directors or officers and their heirs, executors and administrators, and estate and effects, respectively shall at all times, be indemnified out of the funds of the Institute, from:

- 1) all costs whatsoever that person incurs in any proceedings that is brought against the person for anything whatsoever, made, done or permitted by the person in the execution of the duties of the office; and
- 2) all other costs that the person incurs in or in relation to the affairs of the Institute, except the costs occasioned by the persons own willful neglect.

## **ARTICLE XII – AMENDMENT**

### 1. Bylaws

- A. The Board may, by resolution, amend, repeal, or re-enact any bylaw of the Institute and any amendment, repeal or re-enactment, unless in the meantime confirmed by a majority of the votes cast at a general meeting of the members called for that purpose, is effective only until the next annual meeting of the members unless confirmed at it, ceases to have effect at and from that time.
- B. The Bylaws may be amended at any regular meeting by a three quarter (3/4) majority of the members present, providing that a copy of such proposed amendments have been mailed by the President together with a statement of the procedure to be followed in voting thereon to each member of the Chapter at least fourteen (14) days prior to such meeting or letter ballot.
- C. Members who are unable to attend may vote by a mail-in ballot, which is to be provided along with the proposed changes fourteen (14) days in advance of the meeting.

### 2. Constitution

The Constitution may be amended at any regular meeting by two-thirds majority of the members present providing written notice was given to members at least fourteen (14) days prior to the meeting. Members who are unable to attend may vote by a mail-in ballot, which is to be provided along with the proposed changes fourteen (14) days in advance of the meeting.