

**A CHAPTER OF THE
INSTITUTE FOR PUBLIC PROCUREMENT
BYLAWS**

Revised March 8, 2019

**ARTICLE I
NAME**

The name of this Chapter shall be:
Central Ohio Organization of Public Purchasers (COOPP)

**ARTICLE II
MISSION**

Promote professionalism in public procurement by providing a forum for shared
resources and education for members

**ARTICLE III
MEMBERSHIP AND RESPONSIBILITIES**

- A. Membership in COOPP shall be open to all individuals primarily employed in public procurement.
- B. Each member agrees:
 - 1. To subscribe to the mission of the Chapter.
 - 2. To adhere to the NIGP Code of Ethics.
- C. The membership shall consist of regular, honorary, retired, and student memberships.
 - 1. Regular Membership: Regular membership in the Chapter shall be open to all public institution procurement and materials management personnel. This includes federal, state, county, municipal and township activities, public school systems, colleges, universities, hospitals, commissions, authorities, and any other political subdivisions of the State and full and/or part time employees of NIGP member agencies provided they spend the majority of their time involved in procurement or materials management functions. Persons with full and/or part time employment in positions having a direct influence on the public procurement process, such as elected officials, department heads, and educators; persons who take a leave of absence for educational or other reasons may continue as members provided that they continue to pay their dues and plan to re-enter public procurement within two (2) years.

Regular members shall be eligible to enjoy all the privileges of Chapter membership. Regular members may also be those who were formerly employed in the public procurement profession and are anticipating re-entry into the profession, and have paid the regular membership dues.

2. **Honorary Membership:** Honorary members in the Chapter shall serve at the pleasure of the Board of Trustees. Honorary member privileges are limited to Chapter meeting attendance; receipt of Chapter mailings and Committee participation (excluding chairing a Committee). Honorary membership request must be submitted to the Membership Committee for a thorough review. Upon unanimous positive vote by the Committee, the Honorary Membership request is forwarded to the entire membership for final action. The membership may be conferred by unanimous vote of the members 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 payment of dues.
3. **Retired Membership:** Retired membership may be conferred upon individuals who had five (5) or more years of public purchasing service under a Regular Membership, and have retired from public service, and upon written request for such membership. Retired members shall be entitled to vote and hold office.
4. **Student Membership:** Student Membership in the Chapter may be conferred upon individuals who are students enrolled part time (defined as six (6) or more credit hours) or full time (defined as twelve (12) or more credit hours for undergraduate) in an accredited community college, college, or university and actively pursuing an undergraduate or post graduate degree in business or public administration, purchasing, materials management or a related field of study.

Student applications will need to show proof of current enrollment at an institution indicated above. Student member privileges are limited to Chapter meeting attendance, receipt of Chapter mailings and Committee participation (excluding Committee Chair). Student members shall not be entitled to vote or hold office and shall be exempt from payment of dues.

- D. **Membership Acceptance:** Membership shall be valid upon receipt of application, payment of applicable dues and subject to all eligibility requirements outlined in paragraphs above.
- E. **Termination:** The Board of Trustees may terminate the membership of any person for nonpayment of dues, or for other just cause. A person considered for membership revocation, except for nonpayment of dues, shall be provided written

notice of the proposed action by the Board of Trustees and be given an opportunity to show cause as to why the membership should not be revoked.

- F. Replacement Membership Policy: An entity that paid or reimbursed dues for a member shall be provided the opportunity to replace the member with another person in their employ, in the year in which dues were paid, at no additional cost to the entity. The entity shall notify the Membership Chair of the member being replaced and the candidate for replacement. The candidate will be subject to the same approval policy as a new member.
- G. Membership Dues: Invoices are to be mailed by the Membership Committee to all current members according to procedures established by the Membership Committee and approved by the Board of Trustees. Any new memberships will be effective on date of receipt through the same date of the following year. Membership renewal and expiration dates will remain the same each year based on the dates of the original membership regardless when renewal membership dues are paid.

ARTICLE IV ADMINISTRATION AND BOARD

- A. The Board of Trustees is the governing body of this Chapter and will be an executive board consisting of no more than sixteen (16) members including the President, Vice President, Secretary, Treasurer, Member-at-Large, Immediate Past President, Standing Committee Chairs, and the President of the Public Purchasers Association of Northern Ohio (PPANO). Duties of the Board shall be to:
 - 1. Call meetings;
 - 2. Assure that Committees make timely status reports;
 - 3. Oversee Standing Committee progress;
 - 4. Instill the highest ethical and professional standards on the products of COOPP and its membership;
 - 5. Call Board of Trustees meetings;
 - 6. Complete all reports and transfer all documents to successor at the end of their term.
- B. The Board of Trustees shall meet whenever needed at the call of the President.
- C. The President shall:
 - 1. Exercise general supervision over the affairs of the Association;
 - 2. Preside over all General Meetings of the Association;
 - 3. Preside over all Board of Trustees meetings;
 - 4. Perform all duties incidental to the Office of President, including, but not limited to appointing Ad-Hoc Committees;

5. Represent the Chapter by attending the NIGP Annual Forum, and present a report to the Chapter at the next regularly scheduled meeting, and
6. Appoint all Standing Committee Chairs, except the Budget and Finance, Bylaws, and Nominating Committees.

D. The Vice President shall:

1. Perform such duties as are assigned by the President;
2. In the absence of the President at a General or a Board meeting, will assume the Office of President; and
3. Chair the Budget and Finance Committee.

E. The Secretary shall:

1. Maintain correspondence with the membership and other entities as needed;
2. Take minutes at both Board and General Membership Meetings and then distribute to the membership.
3. Maintain all Chapter correspondence and records.

F. The Treasurer shall:

1. Receive, safeguard and make disbursements concerning all funds;
2. Maintain all accounts of the COOPP;
3. Keep true and accurate reports of the Association
4. Maintain complete record of receipts and disbursements;
5. Deposit all funds into the Chapter account(s) within five (5) working days;
6. Make quarterly reports to the membership on the financial status of the Association;
7. Serve as a member of the Budget and Finance Committee; and
8. Be responsible for timely preparation and filing of all required tax and information returns.

G. The Member-at-Large shall:

1. Serve as an additional conduit of input to the Board for all the Chapter membership;
2. Serve as a conduit for persons not attending meetings; and
3. Chair the Nominating Committee
4. Shall temporarily fill vacancies in offices, other than the President, until such time that the Nominating Committee can make a nomination to fill the vacancy.

H. The Immediate Past President shall:

1. Serve to provide continuity;
2. Provide information and advice;

3. Chair the Bylaws Committee;
4. Inform new members of the board of duties; and
5. Serve as President should the President's office become vacant.

I. The Standing Committee Chairs shall:

1. Be voting members of the Board; limited to one (1) vote per Committee;
2. Serve to provide leadership of specific activities of the Chapter;
3. Organize and conduct meetings of their Committee; and
4. Provide periodic reports to the President.

J. The PPANO President shall:

1. Be a non-voting members of the Board
2. Serve to provide cooperation in communications and activities between the Ohio Chapters of NIGP, which currently includes CO-OPP and PPANO;
3. Provide periodic reports to the President.

ARTICLE V
ELECTION OF OFFICERS

- A. Officers, (Vice President, Treasurer, Secretary, Member-at-Large) except President, shall be elected on even-numbered years at the last regular meeting of the Chapter from a slate of candidates presented by the Nominating Committee and any eligible members nominated from the floor. A simple majority of those voting will be required for a candidate to win election.
- B. No member of this Chapter shall be considered for office unless that individual has been a member in good standing for at least one (1) year immediately preceding the election.
- C. Members of the same entity may serve as an officer on the Board of Trustees at the same time provided that the entity does not comprise a quorum on the Board of Trustees.
- D. Elections shall be held on the last scheduled meeting of even numbered years.

ARTICLE VI
TERM OF OFFICE

A. The Board of Trustees' term of office:

- President – 2 years;
Vice President – 2 years, to President next term;

Treasurer – 2 years;
Secretary – 2 years;
Member-at-Large – 2 years;
Immediate Past President – 2 years;
Committee Chairs -- Two (2) years, unless earlier dismissed by the President.

- B. The term of office of the Board of Trustees may be changed from time-to-time as deemed necessary by a two-thirds (2/3) majority vote of the board members. After the proposal has been made and recorded in the board meeting minutes the minutes shall be circulated to the membership, the membership may vote on the proposal at the next regular meeting.
- C. The term of the Board of Trustees shall begin in January and end in December of the following year. The Vice President shall succeed automatically to President in the immediately following term.

ARTICLE VII VACANCIES

- A. A vacancy in the Office of the President shall be filled by the Vice President.
- B. Vacancies in offices other than the President shall temporarily be filled by the Member-at-Large until such time that the Nominating Committee can make a nomination to fill the vacancy. Nominations on vacancy shall be submitted at a general meeting for a vote by the membership to fill the vacancy. Should President and Vice President Offices become vacant, the Immediate Past President shall fill the vacancy of President and the Member at Large shall fill the vacancy of Vice President until nominations and election can be held.
- C. When a vacancy in an office other than the President occurs and there are three (3) months or less left in a term, the Nominating Committee shall make its recommendation to the Board of Trustees. The Board shall accept or reject the Committee's nomination.

ARTICLE VIII VOTING RIGHTS

- A. Each regular and retired member shall have one (1) vote on any question presented to the membership.

ARTICLE IX DUES

- A. Upon the recommendation of the Board of Trustees and approval of the regular and retired membership, dues may be assessed to the voting membership.

- B. Recommendations affecting dues will be submitted for comment to the General Membership for twenty (20) days prior to vote by the Board of Trustees.

ARTICLE X
FUNDS

- A. Funds raised from dues shall be collected for the general administration and cost of operating the activities of the Chapter.
- B. Treasurer shall deposit all funds into the Chapter account(s) within five (5) working days or at the earliest time possible.
- C. The Budget and Finance Committee will approve the expenditure of funds to support the attendance of the President and Vice President, contingent on availability of funds, at the NIGP Annual Forum, including lodging, transportation, appropriate official Chapter functions and meals. If the President has no other official support for attendance, a “not-to-exceed” cost request shall be presented to the Budget and Finance Committee for consideration.

ARTICLE XI
MEETINGS

- A. The Chapter’s General Membership Meetings will be held four (4) times each year, three (3) General Membership Meetings and one (1) Annual Luncheon, scheduling of meeting dates and times will be at the discretion of the President and Program Chair.

ARTICLE XII
PROCEDURES

- A. A quorum is required for any vote at a meeting of the Board, voting membership or Committee.
 - 1. Total members of the Board at the Board meeting shall consist of majority of the Board.
 - 2. A quorum at any General Membership Meeting shall consist of ten (10) voting members, three (3) of which shall be Board members.
 - 3. A quorum at any Committee meeting shall consist of a majority of the Committee members.
- B. Decisions at all meetings shall be by a simple majority of the votes cast, unless otherwise required by law, by the Articles of Incorporation, or by the Bylaws.

- C. The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the COOPP in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order the COOPP may adopt.

ARTICLE XIII
AMENDMENTS

- A. The Bylaws may be amended, repealed or altered in whole or in part by a two-thirds (2/3) majority vote of the members present at a membership meeting or responding to an electronic vote.
- B. Proposed amendments shall be presented to the membership twenty (20) days prior to the membership vote that will consider the proposed amendment.
- C. Proposed amendments may be presented to membership by mailing, emailing or faxing the proposal to the last known address, email or fax number of each member.
- D. After the twenty (20) day review period, voting may occur at any membership meeting, mailing, electronic ballot, or fax.
- E. ACTIVE CANDIDATE ENDORSEMENTS/CAMPAIGNING: Any voting member of the Chapter Board of Trustees is hereby prohibited from actively endorsing/campaigning for a candidate that is officially nominated for consideration as an elected official of the Board. Endorsements/campaigning includes verbal and written wording provided in person, on paper, or via electronic messages, conveyed in the interest of influencing a member to vote for a specific candidate in an upcoming Board Officer election. Note that the singular act of nominating a candidate shall not be considered as an endorsement or campaigning as described in this section.

ARTICLE XIV
COMMITTEES

- A. STANDING COMMITTEES: The Standing Committees of the Chapter are:
1. Budget and Finance Committee: The Budget and Finance Committee shall consist of not less than three (3) members. The Vice President of the Chapter shall chair this Committee and the Treasurer shall also be a member. The Budget and Finance Committee's primary responsibilities are to plan, establish, and execute the Chapter's financial program; prepare and present the Chapter's Annual Report, financial analyses and statements; supervise, coordinate and review the Committee's budget proposals for the year. This Committee shall prepare and regulate a Travel Policy and reimbursement

schedule for all members traveling for the purpose of conducting Chapter business.

2. Bylaws Committee: The Bylaws Committee shall consist of not less than three (3) members. The Past President of the Chapter shall chair this Committee and appoint the members. The Bylaws Committee's responsibilities are to review the Chapter's Bylaws, prepare and present to the Board of Trustees enhancements and/or needed changes. This Committee shall prepare and present to the General Membership for vote, Board-approved changes to the Bylaws.
3. Education and Professional Development Committee: The Education and Professional Development Committee shall consist of not less than three (3) members. The Education Committee's primary responsibilities are to plan, establish and coordinate 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.
4. Membership Committee: The Membership Committee shall consist of not less than three (3) members. The Membership Committee's primary responsibilities are to establish procedures for maintaining the Chapter's membership; plan and execute an effective recruiting program; prepare materials for distribution to potential members to help familiarize them with the Chapter, and to work with the President on membership problems. The Membership Committee shall prepare an annual membership list of paid members in good standing, and include the year in the heading, for presentation at the first Board of Trustees meeting of the Chapter year. This list shall be effective January 1 and shall also be submitted to NIGP according to its requirements. This membership list and updated lists will be prepared and presented to the Board and made available to the membership. The Committee shall be responsible for collecting the membership dues, conveying dues to the Treasurer for deposit, and sending out delinquent notices where necessary.
5. Program Committee: The Program Committee shall consist of not less than three (3) members. The Program Committee's primary responsibilities are to plan, develop and coordinate information programs, which are educational in nature, for the membership. As well as, plan, organize and administer Chapter conferences; product expositions and vendor events when approved for scheduling by the Board. Responsibilities shall also include arrangement

for guest speakers at meetings and to arrange for audio visual aids, panels and/or other appropriate methods to achieve the desired objectives.

6. Public Relations Committee: The Public Relations Committee shall consist of not less than three (3) members. The Public Relations Committee's primary responsibilities are to inform the membership of Chapter cultural and educational activities as well as social events. The Public Relations Committee shall collect articles, prepare, edit and publish the Chapter's newsletter every other month, and prior to the Chapter's regular meetings. The Committee shall collect and send articles to members' local newspapers, to NIGP, etc., to publicize individual achievements, as well as those of the Chapter.
7. Awards & Scholarship Committee: The Awards & Scholarship Committee may consist of Past Presidents and not less than three (3) members. The Awards & Scholarship Committee's primary responsibilities are to develop and administer procedures, criteria, and final selection of recipients for the annual Chapter awards (e.g., Purchasing Professional of the Year, Volunteer of the Year, Buyer of the Year, Manager of the Year); coordinate application submissions for NIGP's Chapter of the Year, Chapter Excellence, Buyer of the Year, and Manager of the Year awards to NIGP; and review applications and recommend the awards of the Professional Development Assistance Program. Each year the Committee shall establish and review the procedures and criteria used in selecting recipients of the Chapter and NIGP awards and Professional Development Assistance Program.
8. Legislation Liaison Committee: The Legislation Liaison Committee shall consist of not less than three (3) members. The Legislation Liaison Committee's primary responsibilities are to maintain liaison with legislative Committees which deal with procurement matters; to give these Committees the views of the Chapter; to inform membership of legislative activities and matters.
9. Intergovernmental Cooperative Purchasing Committee: The purpose of this Committee is to reduce costs of goods and services by providing public entities with cost-cutting opportunities. By agreeing on competitive specifications, contract terms and conditions for items of common usage, participants can combine their requirements for a single request for competitive sealed bids, requests for proposal, competitive negotiations, or sole source negotiations. In addition, multiple member usage of individual member's agreements shall be promoted as deemed appropriate.

10. Nominating Committee: The Nominating Committee shall consist of not less than three (3) members. The Member-at-Large of the Chapter shall chair this Committee and appoint the members. All Committee members shall not be from the same employing entity. The Nominating Committee's primary responsibilities are to solicit and evaluate recommendations from members in good standing. The Committee shall submit its slate of candidates to the voting membership no later than twenty (20) days prior to the election. The Committee shall prepare materials and conduct the elections during the last regular meeting of the Chapter on even numbered years or as needed due to vacancies. The Committee shall develop and implement a fair balloting procedure for live and electronic voting. The procedure shall be implemented after approval by the Board of Trustees.
11. Strategic Planning Committee: The Strategic Planning Committee shall consist of not less than (3) members; including the Vice President. The primary responsibilities of the Strategic Planning Committee include establishing and regularly updating the Chapter's strategic objectives, goals, and performance measures based on the priorities of the Board and general membership.

B. AD-HOC COMMITTEES: The Chapter President may appoint Ad-Hoc Committees.

1. Serve to provide leadership of specific activities of the Chapter;
2. Organize and conduct meetings of their Committee;
3. Provide periodic reports to the President;
4. Instill the highest ethical and professional standards on the products of COOPP and its membership; and
5. Complete all reports and transfer all documents to successor at the end of their term.