



BY-LAWS
Amended 6/6/2016
Adopted 11/15/2016

ARTICLE I – PURPOSE

To foster and promote advancement in the public procurement profession through education, study, discussion and networking; to provide a forum for exchanging ideas and information on the role and responsibilities of the procurement function within government procurement; to raise awareness of governmental procurement topics in order to foster interest in public affairs and cooperation between public agencies and those they serve; and to provide a professional source of information to public agencies seeking expertise in public procurement.

ARTICLE II - MEMBERSHIP

1. **Regular Membership:** Regular Membership in the Chapter shall be open to:
 - a. All public agency procurement and materials management personnel including Federal, State, County, municipal and township activities, public school systems, colleges, universities, hospitals, commissions, authorities, and any other political subdivision of the State.
 - b. A person with full time employment in a position having a direct influence on the public procurement process such as department heads, and educators.
2. **Special Memberships:**
 - a. **Associate membership:** Associate Membership in the Chapter applies to individuals who are employed as described in Article II, paragraph 1, and have not paid chapter dues but whose agency is a member of the National NIGP Organization. Associate members shall not be entitled to benefits of the regular membership including but not limited to voting, holding office, qualify for scholarships, etc.
 - b. **Honorary Membership:** The board may approve honorary memberships to persons who have made distinguished contributions to the purchasing profession or this Chapter. Honorary members shall not be entitled to vote or hold office and shall be exempt from payment of fees and dues.
 - c. **Student Membership:** Student Membership in the Chapter shall be open to a person who is actively pursuing an undergraduate or graduate curriculum or is interested in public or business administration, public purchasing or materials management. Student members shall not be entitled to vote or hold office and shall be exempt from payment of fees and dues.
 - d. **Faculty Membership:** Faculty Membership in the Chapter shall be open to a person who is actively instructing an undergraduate or graduate curriculum in public or business administration, public purchasing or materials management. Faculty members shall not be entitled to vote or hold office and shall be exempt from payment of fees and dues.

- e. Retiree Membership: Retiree Membership in the Chapter shall be open to a person who has retired from a career in public procurement. Retiree members shall not be entitled to vote or hold office and shall be exempt from payment of fees and dues.
 - f. Former Public Procurement Professional Membership: Former Public Procurement Professional (FPPP) Membership in the Chapter shall be open to a person who had a career in public procurement but is now self-employed or employed in the private sector. FPPP members shall not be entitled to vote or hold office; however, they are responsible for payment of fees and dues.
3. NIGP Code of Ethics: The National NIGP Code of Ethics should govern the conduct of every member and is a condition of membership.
- a. Signed Code of Conduct will be retained for each current member. A new/updated signature will be required for the following events:
 - Initial Membership
 - Significant Code Of Ethics changes
 - Returning/Leave of Absence members over two (2) years
4. Application: Application for Membership shall be submitted upon the application form supplied by the Chapter for that purpose, and shall be accompanied by any fees and dues as required. Applications shall be approved by the Chairman of the Membership Committee who shall be charged with certification of eligibility in accordance with the By-Laws.
- a. All new members shall be announced to the Chapter at the next meeting.
 - b. Transfers: Membership in this Chapter is vested in the individual and is transferable only to a member's successor in the case of regular members. Such transfer of membership shall incur no additional cost and is subject to the approval by the Membership Committee.
- In cases where a member has changed employers, and the former employer paid the member's dues, the former employer may request a transfer of membership to the successor. Transfers shall occur with no additional cost, including membership materials.
5. Admission: An applicant becomes a member upon acceptance of the application and payment of membership fee, if applicable.

ARTICLE III – BOARD OF DIRECTORS AND OFFICERS

The governing body of this Chapter will be an executive board called Board of Directors, chaired by the President, consisting of the immediate Past President, President, Education Vice President, Membership Vice President, Secretary, and Treasurer. The Board of Directors shall manage the affairs and finance of the Chapter, and shall have authority to take such actions that best serve the interests of the Chapter and its members. Officers shall be required to remain a member of the Chapter in good standing throughout the term of their office.

1. The following shall constitute the officers of the Chapter: President, Education Vice President, Membership Vice President, Secretary and Treasurer.

- a. President: The President shall exercise a general supervision over the affairs of the Chapter, preside over all meetings of the Chapter, and perform all duties of the office of President. The President shall delegate duties to other officers and committee chairs, but shall hold ultimate responsibility for ensuring completion of all assigned duties.
 - b. Education Vice President: This Vice President shall coordinate the activities of the Education and Seminar committees and also perform such duties as assigned by the President. In addition, this Vice President shall act as President in the President's absence.
 - c. Membership Vice President: This Vice President shall coordinate the activities of the Membership committee and also perform such duties as are assigned to him or her by the President.
 - d. Secretary: The Secretary shall maintain a written record of the proceedings of all meetings of the Chapter and perform the usual duties of Secretary. The written records shall be distributed to the membership no later than the next Chapter meeting. The Secretary shall also prepare and distribute meeting notices no later than one week prior to scheduled meetings.
 - e. Treasurer: The Treasurer shall be responsible for the funds of the Chapter and shall render a true and complete report relative to the affairs of the office at each meeting. The Treasurer shall: collect meeting fees at each meeting; solicit and collect annual membership dues; collect fees for Chapter merchandise (mugs, t-shirts, etc.); and shall collect seminar fees and any other Chapter revenue. The Treasurer shall pay Chapter bills in a prompt manner. A detailed recording of each transaction, revenue or expenditure shall be kept.
 - f. Past President: The Past President shall serve in an advisory capacity only and shall have no direct duties or responsibilities related to the functioning of the Board of Directors. The Past President is not a voting member of the Board of Directors except in the case of removal of an officer from the office.
2. Removal from Office: Any Officer may be recommended for removal from office by a **Majority Vote (more than half votes cast, ignoring blank) of the Board of Directors and the Past President. Such Officer shall have at least thirty days notice and full opportunity to defend him or herself, in person before the membership, before final vote is taken by the membership. Removal from office requires a **Two-thirds Vote (two-thirds of the votes cast, ignoring blanks) of the Regular Members in attendance, and by absentee ballot received prior to the voting. The removal from office shall be placed on the regular meeting agenda.

** Robert's Rules of Order Revised. 1915. 48. Motions requiring more than a Majority Vote.

ARTICLE IV - ELECTION OF OFFICERS

1. Officers shall be elected biennially at the annual business meeting in November from a slate of candidates presented by the nominating committee and any eligible and consenting members nominated from the floor in advance. The candidate obtaining a Majority Vote will be declared the winner. The eligible votes include those Chapter members in attendance, and by absentee ballot received prior to the November meeting. In the event that no one candidate receives a majority vote, then the top two candidates will run in a runoff election. The runoff election may be conducted immediately at the Chapter meeting where only the members present at the meeting shall vote or via an electronic election conducted by the nomination committee. In the event this ends in a tie, the Board of Directors shall convene in a Special Meeting to break the tie. The decision of the Board of Directors shall be final.
2. Any Regular Members of this Chapter may be considered for any officer position providing that they are a member for at least one year immediately preceding the election.

ARTICLE V - TERM OF OFFICE

1. The term of office of all officers shall commence on the January 1st following election.
2. The term of office of all officers shall be two (2), one (1) year terms served in immediate succession.

ARTICLE VI - VACANCIES

A vacancy in any office shall be filled for the unexpired term by a special election following the occurrence of the vacancy. The special election may be conducted at the next regular meeting or via an electronic election. Election shall be in accordance with Article IV of the By-Laws.

Upon a vacancy of an Officer, the Board of Directors shall have the authority to temporarily fill the vacant position until such time as a special election is held by:

1. Incumbent officers, considering the following hierarchy: Education Vice President, Membership Vice President, Secretary and Treasurer.
2. Regular Members.

ARTICLE VII - DUES

1. Dues shall be set annually by the Board of Directors no later than October 31st of proceeding year.
2. The annual dues shall be paid in advance, dating from January first each year. New members, who join the Chapter after January 1st, dues shall be prorated on a quarterly basis.
3. **DELINQUENT DUES:** Any member whose dues, or other funds owed to the Chapter, are delinquent for more than sixty days from the due date shall automatically cease to be a member in good standing. Membership may be reinstated upon payment of dues, provided the member satisfies the membership eligibility requirements in Article II.

ARTICLE VIII - FUNDS

1. A bank account for the Chapter shall be maintained with five signatures registered, to include the President, Education Vice President, Membership Vice President, Secretary and Treasurer, any two of which shall be required on all checks.
2. The account shall be balanced with each bank statement. All revenue must be deposited into the bank account and all expenses paid by check, debit card, or petty cash, which require the submittal of receipts.
3. An annual audit may be conducted on the bank account and findings presented to the Chapter membership. The Board of Directors shall select the auditor and said auditor may be from the general membership.
4. An annual budget for the calendar year (January 1 through December 31) shall be approved by the Board of Directors and presented to the membership during the October meeting of prior year. The budget shall list estimated revenues and planned expenses on a line item basis. The budget shall be approved by a majority of votes of all Regular Members in attendance at the November annual business meeting along with any electronic votes submitted to chapter secretary prior to this meeting. The adopted budget shall be used as a guide and may be modified by the Board of Directors.

ARTICLE IX - MEETINGS

1. Annual Meeting: The annual business meeting of this Chapter shall be for the election of officers, or the transaction of other business shall be held at the regular meeting in November.
2. Regular Meetings: Regular monthly meetings shall be held on the 4th Tuesday of each month, except those that may be changed or cancelled at the discretion of the Board of Directors. The Secretary shall notify all members of the time, location or cancellation of all meetings.
3. Board of Directors Meetings: The President shall determine the time, date and location of Board of Directors' meetings. Members of the Board of Directors are to be informed by the Secretary.
4. Special Meetings: Special Board of Directors or Committee meetings may be called orally or in writing at the discretion of the President or upon the written request of five Regular Members. Notices shall be sent by the Secretary and refer to the time and place, purpose and be given reasonably in advance of said meetings.
5. Reservations: Each member will be asked to make a reservation for any meeting or event that incurs expense. Members shall be financially responsible for any reservations made for meals, unless cancellation notice is given by the established refund date for the meeting or event.
6. Quorum: A quorum shall be required to conduct business of the Chapter.
 - a. A quorum at the Board of Directors' meeting shall consist of more than half of members of the Board or the Directors.

- b. A quorum at any business meeting of the membership shall consist of 25% of the Regular Membership of the Chapter.
7. Order of Business: Parliamentary procedure contained in the latest edition of Robert's Rules of Order shall govern all meetings. The order of business shall be at the presiding Officer's discretion. Questions of procedure shall be disposed of under Robert's Rules of Order when not in conflict with the By-Laws.

ARTICLE X - PROGRAMS

- 1. The Chapter will annually sponsor programs that support the Chapter's objectives, as defined in the Articles of Incorporation.
- 2. The programs of the Chapter shall include, but not limited to:
 - a. A program to strengthen the relationships between the vendors and member agencies.
 - b. An educational program to further the development of public procurement personnel.
 - c. An educational program to assist members in meeting certification/re-certification requirements.
 - d. A networking program to promote exchange of ideas and information.

ARTICLE XI - CHAPTER REPRESENTATION

- 1. The President shall represent the Chapter at events designated by the members such as boards, commissions, conventions, etc. Providing adequate funds are available in the Chapter account, the Chapter will provide financial support including full registration fee and reimbursement for travel (air fare or mileage if traveling by vehicle, whichever is less), hotel, meals, etc. for the President to attend the NIGP Forum for the first year of his or her two-year term, and may be sent the second year of the two year term if the budget and fund-raising allow, given the priorities as identified by the members on an at-least biannual basis. Should the President be unable to represent the Chapter at a designated event, another member of the Board of Directors or the State/National liaison may be sent as a delegate. The following is the order of priority: Education Vice President, Membership Vice-President, Secretary, Treasurer, and State/National liaison.
- 2. Providing adequate funds are available in the Chapter account, the Chapter will provide financial support to its Buyer of the Year and Manager of the Year to attend the NIGP Forum if they are a finalist at the national level.
- 3. Providing adequate funds are available in the Chapter scholarship budget, the Chapter will provide financial support of its Regular Members for educational conferences, national NIGP Forum, and certification/re-certification costs.
- 4. Nothing in this article shall be intended to discourage individual members from participating in regional or national events sponsored by NIGP or to prevent the Chapter from providing financial support when deemed reasonable and appropriate by the members.

ARTICLE XII – COMMITTEES

The Chapter shall operate with the assistance of Committees. Committee member terms shall commence on the 1st day of January of each year. The term shall be for one year. Each committee shall be filled on a volunteer basis and overseen by a member of the Board of Directors. It is the responsibility of the committee members to elect a Chair, report to the Board of Directors, and shall follow the guidelines as set forth in the committee descriptions below. Committee sign up shall commence November 1 of each year and close January 31 of the volunteer year. Committee member sign-up will be available to all new members upon entry into Chapter at the first attended meeting.

Committees overseen by the President:

1. Nomination Committee shall be responsible for the development and administration of procedures, criteria and final selection for the annual Manager and Buyer of the Year awards. The Nomination Committee shall also prepare and submit the Chapter of the Year application to NIGP. The Nomination Committee shall consist of not less than three members, representing at least two different agencies. The President shall appoint all members.
2. Fundraising Committee shall have the responsibility of planning, developing, organizing and executing the Chapter sponsored events. This shall include all activities but not limited to, site selection, marketing, development of event program, outreach to the procurement professionals and the vendor community.
3. National Liaison Committee shall provide regular communication and feedback to and from NIGP board and committees. This Committee shall be formed whenever there is national representation from within Chapter members.

Committees overseen by the Education Vice President:

1. Education Committee shall be responsible for the planning development, and implementation of programs that further the knowledge, expertise and professionalism of Chapter members. Responsibilities shall include, but not be limited to, arranging the educational speakers, educational seminars, workshops and courses to encourage and support certification of the Chapter members. The Education Committee is also responsible to ensure the proper audio-visual equipment is available. . The Education Committee should consist of not less than three members.
2. Seminar Committee shall be responsible for coordinating all activities related to formal seminars. The seminar committee should consist of not less than three members.

Committee overseen by the Membership Vice President:

1. Membership Committee shall organize an effective recruiting program; prepare materials for distribution to potential members or help familiarize them with the Chapter; and work with the Membership Vice President on membership issues. The committee shall track membership and actively pursue increasing the membership in the Chapter. The membership committee should consist of not less than three members.

Committees overseen by the Secretary:

1. By-Law Committee shall be responsible for tracking suggested By-Law revisions and preparing the updated draft for the membership, subsequent to the Board of Directors review. The By-Law committee should consist of not less than three members from a minimum of two different agencies.
2. Communication Committee shall be responsible for preparing and maintaining a method to communicate with the member. The communications committee shall also be responsible for the chapter website.
- 2.1 Historian shall be responsible for warehousing and inventorying the Chapter's financial documents and assets. Inventory of other assets will be stored by category to allow for ease in distribution. An inventory of the Chapter's documents and assets will be provided annually to the Board.

Committees overseen by Treasurer:

1. Scholarship Committee shall be responsible for the development and administration of scholarship policies, procedures, evaluate scholarship applications and submit scholarship award recommendation to the Board of Directors. The Scholarship Committee should consist of not less than five members, representing at least three different agencies.
2. Special Events Committee shall coordinate all social and charitable events.
3. Food Committee shall determine the menu for each meeting and shall coordinate all Chapter meals.

The President may appoint any such other committee(s) for such function as deemed appropriate.

ARTICLE XIII – AMENDMENTS

1. The Board of Directors may suggest By-Laws amendments to the By-Laws Committee. The revised By-Laws shall be drafted by the By-Laws Committee.
2. By-Law amendment drafts must be approved by the Board of Directors by two-thirds Vote.
3. Following the Board of Directors' approval, the proposed amendments shall be made available to Regular Members for 30 calendar days. Final approval by majority vote will be required for adoption.
4. National NIGP shall be notified in writing within 30 days of any amendments or changes to the Chapter's By-Laws. Any modifications to the By-Laws must comply with NIGP's policies and procedures and support the Values and Guiding Principles of Public Procurement.