

**DFW METROPLEX CHAPTER
OF THE
NATIONAL INSTITUTE OF GOVERNMENTAL
PURCHASING, INC.
BY-LAWS**

ARTICLE I. Name and Title

The name and title of this non-profit organization is "DFW Metroplex Chapter of the National Institute of Governmental Purchasing, Inc." hereinafter referred to as "the Chapter".

ARTICLE II. Purpose

The purpose of the Chapter is to provide for the improvement of purchasing activities through networking governmental purchasing personnel and thus better inform and educate the membership.

ARTICLE III. Membership and Dues

Section 1. Full Members:

All persons employed by a governmental body and directly and/or indirectly involved with the purchasing functions of that body are eligible for Full Membership.

Section 2. Associate Members:

Former full members who are no longer employed in a purchasing position.

Section 3. Student Members:

Students majoring in Purchasing, Government Administration, or a related field are eligible for Student Membership.

Section 4. Lifetime Members:

Members who have fifteen (15) or more years of purchasing experience may apply for Lifetime Chapter Membership at retirement or age sixty-two (62). You must provide verification of fifteen (15) years experience in purchasing.

Section 5. Membership Dues:

The annual membership dues shall be determined by the Executive Committee for each Full Member, Associate Member, and Student Member. There are no dues for Lifetime Members. Membership dues are due and payable to the Treasurer of the Chapter no later than December 31 of each calendar year, in order to coincide with the National Institute of Governmental Purchasing, Inc.'s fiscal year. Therefore, the fiscal year will be January 1 through December 31 of each calendar year.

Dues are payable on the date of a new member's admission to the Chapter except those who become members after October 1 will not be assessed dues for the following year.

Section 6. Participation:

All members in good standing are eligible to participate in all activities of the Chapter; however, only actively participating Full and Student Members shall be eligible to receive scholarships. The privileges of voting, holding elected office, and holding committee positions are restricted to Full Members

Section 7. Quorum:

A quorum consists of a majority of members present.

Section 8. Termination of Membership:

Termination of eligibility employment terminates Full Membership. Termination of membership, Full or Associate, is caused by non-payment of annual dues prior to December 31 of each calendar year.

Section 9. Equal Opportunity:

The Chapter gives opportunity and membership to all qualified persons regardless of race, religion, or nationality.

Section 10. Scholarship Guidelines:

The Executive Committee may provide scholarship funding for educational activities such as forums, conferences, seminars, workshops, or other similar educational functions.

All applicants seeking any educational funding must fall under scholarship guidelines.

ARTICLE IV. Officers and Committees**Section 1. Officers:**

The officers of the Chapter shall include the President, 1st Vice-President, 2nd Vice-President, Secretary, and Treasurer.

Section 2. Executive Committee:

The Executive Committee is composed of the current officers and the immediate past president. The Executive Committee is empowered to act for the Chapter in all matters not specifically covered by these bylaws. The Executive Committee shall appoint a successor to complete the un-expired term of office should any elected position become vacant before the regular annual election, the one exception being that of the office of President of the Chapter which succession is addressed in Article VI, Section 2. A quorum of the Executive Committee shall consist of a simple majority of its members present at an officially designated meeting. A meeting of the Executive Committee may be called at any time, as needed, by the President of the Chapter or any two other members of the Executive Committee.

Section 3. Standing Committees:

The 2nd Vice-President shall be the Chairperson at Large of all Committees and shall appoint chairpersons to the following committees:

Section 3a. Seminar Committee:

The Seminar Committee shall promote continuing education, certification, and professionalism among the membership and to organize and maintain a program of assistance to members with the cost of continuing education and certification where a justified need is determined.

Section 3b. Nomination Committee:

Before May 31 of each year, the President of the Chapter shall appoint a nomination committee composed of a Chairperson and two or more members. The Nomination Committee shall present to the Chapter membership names of persons nominated for election as described in Article V, Section 1.

Section 3c. Auditing Committee:

The Executive Committee shall appoint an auditing committee consisting of two members who are not officers of the Chapter to audit the books of the Chapter every two years at the close of the fiscal year coinciding with the end of the Treasurer's two year term. The auditing committee shall include, in the audit report, a complete statement of all money received and expended, showing amounts on hand and where deposited.

The audit report shall be turned over to the Secretary who shall file it with the other permanent records of the Chapter and make it available, on request, for inspection by any member of the Chapter.

Section 3d. Chapter Bylaws Committee:

The Chapter Bylaws Committee shall write and establish a concise set of procedures and guidelines for operation of the Chapter.

Section 3e. Site Selection - PR Committee:

The Site Selection – PR Committee shall select cost effective, central locations and times for the regular meetings. Shall network with other Chapters and Associations in the area to maintain a positive rapport and stimulate interest and growth in the Chapter.

Section 3f. Membership Committee:

The Membership Committee shall encourage those persons who are eligible for Chapter membership and have not applied for Chapter membership to do so, conduct membership drives, and maintain an updated membership list.

Section 3g. Communications Committee:

The Communications Committee shall maintain the Chapter's website and provide/distribute information and newsletters on a regular basis to keep the membership informed as to the activities of the Chapter.

Section 3h. Program Committee:

The Program Committee shall select informative topics and programs to present to the membership at each regular meeting. The Meeting Notice will be distributed by the Program Chairperson as necessary and in coordination with the Newsletter Chairperson.

Section 3i. Budget Committee:

The Budget Committee shall forecast the near and long term financial status of the Chapter. The Budget committee shall anticipate revenue and expense opportunities and recommend a course of action for a period of up to three years. This action plan shall be submitted in the form of a written budget for periodic review and approval by the Executive Committee.

Section 3j. Legislative Committee:

The Legislative Committee shall monitor and report to the membership any legislative activity that affects the purchasing function.

Section 3k. Special Committee:

The President of the Chapter shall appoint, from the membership, such special committees as may be required to carry out the purpose of the Chapter.

Section 4. Committee Meetings:

Committee meetings shall be held as often as necessary to efficiently accomplish the purpose of the committee at a time and in a place designated by the committee chairperson or decided upon by the majority of the committee.

Section 5. Committee Reports:

Committee progress reports will be given to the membership of the Chapter at the regular meetings by the committee chairpersons or their designees.

ARTICLE V. Elections

Section 1. Nomination Procedure:

A list of all positions to be filled for the coming year shall be distributed via newsletter to the membership no later than August 30 of each year. The newsletter sent to the entire membership prior to October of each year shall present the Nomination Committee's recommended slate of officers and request that any alternative nominations be submitted to the Nomination Committee prior to or at the next scheduled meeting.

The Nomination Committee will periodically poll each nominee to ensure they will serve if elected. An official Chapter ballot shall be distributed to the membership at least fourteen (14) days prior to the designated election meeting. The ballot shall include the slate of candidates, space to allow for write-in candidates, and the date and location of the designated election meeting. The designated election meeting shall be held prior to December 31 of each year. The ballots will be gathered at the beginning of the designated election meeting and those nominees receiving the largest number of votes will be presented to the attendees at the conclusion of the meeting.

Section 2. Election Procedure:

Officers shall be elected for one year with the exception of the Treasurer who will serve a two year term. Officers shall be elected by a simple majority vote of the members present at the designated election meeting.

Section 3. Installation of Officers:

The newly elected officers shall be installed during the first regular meeting of the New Year and assume duties subsequent to installation.

ARTICLE VI. Duties of Officers

Section 1. President:

The President of the Chapter shall preside at all meetings of the Chapter, appoint all special committees, call special meeting as deemed necessary, and cast the deciding vote during Executive Committee meetings in the case of a tie vote. The President of the Chapter shall be an ex-officio member of all committees and shall perform all other duties as parliamentary protocol dictates.

Section 2. 1st Vice-President:

The 1st Vice-President shall assist the President and shall preside in the absence of the President. In addition, the 1st Vice-President shall carry out any other duties as directed by the President. The 1st Vice President shall succeed to the office of President until the next regular election, should the office become vacant.

Section 3. 2nd Vice-President:

The 2nd Vice-President shall be the Chairperson at large of all Committees, lead in membership recruitment and retention, and shall carry out any other duties as directed by the President.

Section 4. Secretary:

The Secretary shall record the minutes of all Chapter meetings; maintain meeting minutes, and all other correspondence and Chapter records, excluding current financial statements. The Secretary shall make available, at all regular Chapter meetings, the minutes of the previous meeting.

Section 5. Treasurer:

The Treasurer shall receive and maintain all receipts and records of financial transactions of the Chapter collect and disburse all Chapter funds and keep an accurate record of same, and shall present a current financial statement to the membership at each meeting of the Chapter.

ARTICLE VII. Meetings

Section 1. Regular Meetings:

Meetings will be held on a regular basis, as voted on by a majority vote of the membership. The time and place of these meetings will be determined by the membership, by vote, during regular meetings, or by the Meeting/Site Selection-Public Relations Committee with membership participation.

ARTICLE VIII. Rules of Order

Section 1. Procedures:

Deliberations of the Chapter shall be governed by parliamentary procedure as contained in Robert's Rules of Order unless otherwise specifically addressed in these bylaws.

ARTICLE IX. Amendment of Bylaws

Section 1. Procedures:

Bylaws may be amended at any regular meeting by a majority vote of members present and the proposed amendments have been furnished to all members not less than five (5) days prior to the meeting.

ARTICLE X. Funds

Section 1. Signing of Checks:

The Treasurer of the Chapter is authorized to open an account in the name of the Chapter in a bank of his/her choosing. The Treasurer will normally sign all checks; however, both President and Treasurer shall have their signatures on bank signature cards.

Section 2. Fund Expenditures:

Funds may be expended to pay:

- A. approved invoices;
- B. banking and postal fees;
- C. travel, lodging, and registration expenses for the President of the Chapter at the NIGP Annual Forum, provided the President's employer will not pay expenses and the Chapter has funds available; and
- D. reasonable and actual expenses incurred by committees and their members during the course of conducting committee activities (a committee budget must be submitted to and be approved by the Executive Committee prior to any expenses being incurred or any purchase requests being submitted).

Section 3. Approval of Expenditures:

All expenditures are to be approved by a member of the Executive Committee, as appointed by the President, before payment is made.

Section 4. Unencumbered Funds:

Upon the dissolution of the Chapter, all unencumbered funds remaining in accounts shall be distributed to the Lewis E. Spangler Professional Development Foundation.

CODE OF ETHICS

The Institute believes and it is a condition of membership that the following ethical principles should govern the conduct of every person employed by any public sector procurement or materials management organization.

(1) Seeks or accepts a position as head or employee only when fully in accord with the professional principles applicable thereto, and when confident of possessing the qualifications to serve under those principles to the advantage of the employing organization.

(2) Believes in the dignity and worth of the services rendered by the organization and the social responsibilities assumed as a trusted public servant.

(3) Is governed by the highest ideals of honor and integrity in all public and personal relationships, in order to merit the respect and inspire the confidence of the organization and the public being served.

(4) Believes that personal aggrandizement or personal profit obtained through misuse of public or personal relationships is dishonest and not tolerable.

(5) Identifies and eliminates participation of any individual in operational situations where a conflict of interest may be involved.

(6) Believes that members of the Institute and its staff should at no time or under any circumstances, accept directly or indirectly, gifts, gratuities, or other things of value from suppliers.

(7) Keeps the governmental organization informed, through appropriate channels, on problems and progress of applicable operations, but personally remains in the background by emphasizing the importance of the facts.

(8) Resists encroachment on control of personnel in order to preserve integrity as a professional manager. Handles all personnel matters on a merit basis. Political, religious, racial, gender, and age considerations carry no weight in personnel administration in the agency being directed or served.

(9) Seeks or dispenses no personal favors. Handles each administrative problem objectively and empathetically without discrimination.

(10) Subscribes to and supports the professional aims and objectives of the National Institute of Governmental Purchasing, Inc.