

Dallas Ft. Worth Metroplex Chapter of NIGP Bylaws

ARTICLE I. Name and Purpose

SECTION 1. Name: 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”.

SECTION 2. Chapter Purpose: The purpose of the Chapter is to provide our membership with the education, professional development and technical assistance required to secure the public trust through the promotion of excellence and effectiveness in public purchasing.

ARTICLE II. Membership and Dues

SECTION 1. Regular Membership: All persons employed by a governmental body and directly and/or indirectly involved with the purchasing functions of that body are eligible for Regular Membership.

SECTION 2. Associate Membership: Former regular members who are no longer employed in a purchasing position.

SECTION 3. Student Membership: The applicant must be enrolled part-time or full-time in an accredited community college, college, or university and actively pursuing an under-graduate or postgraduate degree in business or public administration, public purchasing or materials management, or related field of study.

SECTION 4. Lifetime Membership: 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 Regular Member and Associate Member. There are no dues for Lifetime or Student 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 Regular and Student Members shall be eligible to receive scholarships. The privileges of voting, holding elected office, and holding committee positions are restricted to Regular Members.

SECTION 7. Revocation of Membership: The executive committee may suspend or revoke the membership of any member for nonpayment of dues, or for other just cause including violation of these Bylaws and/or the NIGP code of ethics. A member, whose membership has been revoked other than for non-payment of dues, shall forfeit any dues paid beyond the date of revocation or date of resignation.

SECTION 8. Equal Opportunity: The Chapter gives opportunity and membership to all qualified persons regardless of race, religion, or nationality.

SECTION 9. Scholarship Program: The Executive Committee shall provide scholarships for educational activities such as forums, conferences, seminars, workshops, or other similar educational functions. All applicants seeking any educational funding must request an application form from the scholarship committee. Applications will be graded and awarded by the scholarship committee. Awards will be on a first come first served basis.

ARTICLE III. Officers

SECTION 1. Executive Committee: The Executive Committee is composed of the President, 1st Vice President, 2nd Vice President, Secretary, Treasurer, 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. A quorum of the Executive Committee shall consist of a simple majority of its members present at an officially designated meeting. Committee members will be expected to attend at least half of the regularly scheduled meetings and any further absence must be approved by all the remaining members. 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 2. Officers: The officers of the Chapter shall include the President, 1st Vice President, 2nd Vice President, Secretary, and Treasurer.

SECTION 3. Terms of Office: The term of office of all officers shall commence at the first regular meeting of the new year and assume duties after installation for the period of one year.

SECTION 4. Duties of the Officers:

- a) **President:** The President of the Chapter shall preside at all meetings of the Chapter, appoint all special committees, call special meetings 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.**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.
- b) **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.
- c) **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.
- d) **Treasurer:** The Treasurer shall forecast the near- and long-term financial status of the Chapter. The Treasurer 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.

ARTICLE IV. Committees

SECTION 1. Appointment to Committees: The 2nd Vice President shall be the Chairperson at Large of all Committees and shall appoint chairpersons to each of the standing committees.

SECTION 2. Standing Committees:

- Auditing Committee
- Chapter Bylaws Committee
- Communications Committee
- Legislative Committee
- Membership Committee
- Nomination Committee
- Program Committee
- Scholarship Committee
- Seminar Committee
- Website Committee

SECTION 3. 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 annually at the close of the fiscal year. 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 4. Chapter Bylaws Committee: The Chapter Bylaws Committee shall write and establish a concise set of procedures and guidelines for operation of the Chapter.

SECTION 5. Communications Committee: The Communications Committee shall provide/distribute information and newsletters on a regular basis to keep the membership informed as to the activities of the Chapter.

SECTION 6. Legislative Committee: The Legislative Committee shall monitor and report to the membership any legislative activity that affects the purchasing function.

SECTION 7. 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 8. Nomination Committee: Before August 31st 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

SECTION 9. Program Committee: The Program Committee shall select informative topics and programs to present to the membership at each regular meeting and select cost effective, central locations and times for meetings. The Meeting Notice will be distributed by the Program Chairperson as necessary and in coordination with the Communications Chairperson.

SECTION 10. Scholarship Committee: The Scholarship Committee shall disseminate applications for educational funding upon request. They will grade applications and award funds based on scores and availability of funds.

SECTION 11. Seminar Committee: The Seminar Committee shall promote continuing education, certification, and professionalism among the membership by organizing educational opportunities throughout the year.

SECTION 12. Website Committee: The website Committee shall maintain the Chapters website ensuring that it has up to date, relevant information for members.

SECTION 13. 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. Nominations and Elections

SECTION 1. Nomination Procedure: A list of all positions to be filled for the coming year shall be distributed to the membership no later than August 31 of each year. The Nomination Committee's recommended slate of officers and request for alternative nominations shall be distributed to the membership no later than September 30 of each year. Nomination requests must be submitted to the Nomination Committee prior to September 30th of each year.

- 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 seven (7) 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. Officers shall be elected by

a simple majority vote of the members and the results will be presented to the attendees at the conclusion of the meeting.

SECTION 2. Eligibility: Only members in good standing of regular membership shall have the right to vote or hold office.

SECTION 3. Installation of Officers: The newly elected officers shall be installed during the first regular meeting of the New Year and assume duties after installation.

ARTICLE VI. 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 Program Committee with the option for membership participation.

SECTION 2. 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 a majority of the committee.

SECTION 3. Special Meetings: Special meetings may be called for a special purpose as determined by the President or upon a majority vote of the executive committee.

SECTION 4. Procedure: Robert's Rules of Order shall govern the proceedings of this chapter in all cases not specifically covered by the Bylaws.

SECTION 5. Notice: Written notice of the purpose, time and place of all Regular meetings shall be given by electronic mail to each regular member not less than ten (10) days. If time allows the notice should also be posted on the chapter website and newsletter.

ARTICLE VII. 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 VIII. 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:

- Approved invoices
- Banking and postal fees
- Travel, meals, lodging, and registration expenses for the President of the Chapter at the NIGP Annual Forum. Reimbursement rates are based on the GSA schedule for the current year and location.
- 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 back to NIGP.

SECTION 5. Contributions and Gifts: The Chapter may receive financial contributions and gifts to support its activities. The financial receipts, derived from sources other than membership dues, shall be retained for the support of the Chapter's activities unless other arrangements are established and approved by the executive committee.

SECTION 6. Scholarship Program: The annual budget shall include funding for a Scholarship Program.