

**BY-LAWS
of the
GULF COAST ASSOCIATION OF GOVERNMENTAL
PURCHASING OFFICERS, INC.**

ARTICLE I – NAME

This organization shall be known as the Gulf Coast Association of Governmental Purchasing Officers, Inc. (GCAGPO).

ARTICLE II – PURPOSE

- Section 1. The purpose of this Association shall be:
- a. To foster and promote advancement in the public purchasing profession through study and discussion.
 - b. To provide a forum for exchanging ideas and information designed for the mutual interest and benefit of the governmental purchaser.
 - c. To develop and promote simplified standards and specifications for governmental purchasing.
 - d. To give taxpayers information on governmental procurement in order to foster interest and cooperation between government purchasers and those they serve.

ARTICLE III - EXECUTIVE BOARD

The governing board of this Chapter shall be termed the Executive Board of Directors (President, Vice President, Secretary, and Treasurer) and shall include Committee Chairpersons as appointed by the President. All must be members in good standing.

- Section 1. The Executive Board of Directors of the Association shall be President, Vice-President, Secretary and Treasurer. It shall be the duty of each member of the Executive Board of Directors to attend each meeting of the Board of Directors, as well as regular quarterly meetings. The Executive Board of Directors shall control and manage the affairs and finances of the Chapter, and shall have authority to take actions that will serve the best interests of the Chapter and its Members

- Section 2. The President shall preside at all meetings of the Association. The President shall exercise general supervision of the affairs of the Chapter and be and ex-officio member of all Chapter Committees, and perform all duties incident to the office of the President.

The President shall have the authority to expend or commit the Chapter's funds in writing, with direction of the Treasurer, including via email/fax up to the limit established annually by the Board. Any amount above the established annual amount must be approved by a majority vote of the Board.

- Section 3. The Vice President shall preside at all meetings and/or in the absence of the President and at any other meetings as directed by the President and when so acting, shall have all the powers and be subject to all the restrictions upon the President. The Vice President is authorized to approve Chapter checks in the temporary absence of the President for more than two (2) business days.

- Section 4. The Secretary shall conduct the correspondence of the Association and notify all officers of their election and committees of their election or their appointments. The Secretary shall keep the minutes of each meeting and present them to the Association at each regular meeting.

- Section 5. The Treasurer shall have charge and custody of, and be responsible for all funds due to the Association for safekeeping. The Treasurer shall pay all bills after they have been approved by the President or Vice-President, keep an itemized account of all receipts and disbursements, and present a financial report at each regular meeting of the transactions since the last regular meeting. The Treasurer shall assist in the preparation of the Chapter's budget. The Treasurer shall have charge of and be responsible for, the preparation and filing of all tax reports required by Federal/State/Local law as wells as any NIGP requirements.

- Section 6. Vacancy - If a vacancy occurs in the office of President, the Vice-President shall become President. All other vacancies shall be filled by election at the first regular meeting following the occurrence of the vacancy. The President may, however, at his/her discretion appoint a member to perform the duties of the vacant office until such vacancy is filled at the next regular meeting.
- Section 7. Removal – An Officer of the Executive Board of Directors may be removed by the vote of the majority of the whole Executive Board of Directors at a meeting called for that purpose whenever in the Executive Board of Directors' judgement the best interest of the Chapter will be served. Removal will be for conduct detrimental to the Chapter or Executive Board of Directors, willful neglect of their duties, or any violation of ethics that affects the Chapter or NIGP.
- Section 8. The immediate past President shall serve as an ex-officio member of the Executive Board, and shall advise and assist the Chapter President as appropriate.
- Section 9. The Association will elect the Executive Board of Director officers by ballot (written or oral) at the last regular meeting of the year. The term of office shall commence at the adjournment of the meeting at which they are elected.
- Section 10. The Standing Committee Chairpersons shall be appointed by the President or by volunteer acceptance for each one (1) year term.

ARTICLE IV – TERM OF OFFICE

- Section 1. Commencement: The term of office of for the Executive Board of Directors shall commence at the adjournment of the meeting at which they are elected.
- Section 2. Term of office for the Executive Board of Directors shall be for a period of two (2) years.
- Section 3. Beginning in January 2019 the terms will be:
- 3.1. President – 1 year (election in 2019 for a two-year term)
 - 3.2. Vice President – 2 years (election in 2018 for a two-year term)
 - 3.3. Secretary – 1 year (election in 2019 for a two-year term)
 - 3.4. Treasurer – 2 years (election in 2018 for a two-year term)

The regular terms stated in Section 2 will take effect as soon as the staggered terms end with two (2) Executive Board positions being elected each year thereafter.

ARTICLE V – MEMBERSHIP

- Section 1. Membership shall consist of the following categories:
- A. Regular membership of this organization shall be open to persons who are employed or elected representatives of a public agency or institution, and whose duties consist of procurement or materials management functions.
 - B. Associate Membership shall be open to persons employed by public agency or institution and any other political subdivision or independent agency and other professional purchasing associations and who are not primarily engaged in procurement or materials management functions, but who are interested in supporting the objectives of the Chapter. Associate Members shall not be entitled to vote or hold office, but shall pay membership dues.
 - C. Affiliate Membership shall be open to other professional non-government purchasing associations or individuals. They shall not be entitled to vote or hold office, but shall pay membership dues.
 - D. Retired membership is open to members of the Association who retire or otherwise leave the governmental purchasing profession. Any such member may be proposed for retired membership by any member of the Association By-laws or may apply, by request, to the President of the Association subject to the following conditions:

- 1) Any member proposed and accepted for this designation shall have been active in governmental purchasing for a minimum of eight years and a member in good standing of the Association at the time of retirement or resignation.
- 2). Retired members do not have voting rights, nor hold office, but are conferred all other benefits and privileges of regular membership and may be on committee(s). If a retired member, or member who has resigned his/her position becomes associated in a field of endeavor which creates a conflict of interest within the precepts of the Association, as determined by the officers of the Association, his/her membership shall be terminated.
- 3) The annual membership dues for all retired members shall be the equal to the cost of dues required for NIGP membership.

Section 2. Application for membership shall be submitted by the applicants and addressed to the Membership Chairperson. Upon receipt thereof, the Membership Chairperson shall satisfy himself/herself that the applicant meets the requirements for membership set forth in Section 1 of this article. If the applicant does meet the requirements, the Membership Chairperson shall enroll him/her as a member in good standing of the organization.

Section 3. No membership roster of the Gulf Coast Association of Governmental Purchasing Officers, Inc. shall be given to any vendor.

ARTICLE VI – DUES

Section 1. The annual dues for each active member shall be established in October of each year, and become payable at the beginning of the fiscal year; or in the case of a new member, payable immediately upon his/her enrollment. The Membership Chairperson shall generate invoices to all members in November indicating the amount of dues and payable date.

Section 2. A member will be considered delinquent if dues have not been paid by January 1 for the current year and will be notified by the Membership Chairperson of the delinquency. If dues are not paid by the second meeting, a penalty will be assessed. If not paid within thirty days of that date, the member shall forfeit all rights to membership and his/her name shall be removed from the list of members maintained by the Membership Chairperson, Secretary and Treasurer.

Section 3. If membership dues are paid by a public or quasi-governmental entity, and the individual ceases employment with said entity, another individual from the same entity may succeed to the membership without duplicating dues paid for the membership, upon written notification to the Membership Chairperson.

If membership dues are paid by the member utilizing personal funds, the membership may be transferred with the individual without duplicating dues paid for the membership should he/she change his/her employment status and providing his/her new duties consist of procurement or materials management functions, upon written notification to the Membership Chairperson.

ARTICLE VII – MEETINGS

Section 1. A regular meeting shall be held quarterly. The time and place of the meeting shall be recommended by the Programs Chairperson. Special meetings may be called at the discretion of the President or upon request of ten percent (10%) of the membership. The Program Chairperson shall notify all members as to the time and place of all regular and special meetings at least three (3) weeks in advance thereof.

ARTICLE VIII – QUORUM

Section 1. A quorum at any regular meeting shall consist of attending members to the meeting. Vote on issues will prevail with majority present. This provision can be waived by the President if an issue of emergency status is to be considered.

ARTICLE IX - STANDING COMMITTEES

The President may appoint or request election of any committee deemed advisable for the efficient operation of the Association, and shall be an ex-officio member of each committee without the right to vote.

Section 1. The Nominating/Election Committee shall be appointed by the Executive Board. Their responsibilities shall be as follows:

- a. Solicit, receive and evaluate recommendations from members
- b. Select at least one candidate for each office for which a term is expiring.
- c. Review and confirm qualifications of all candidates nominated.

Section 2. The Program Committee shall be responsible to:

- a. Provide the program for each Chapter meeting.
- b. Make arrangements with the Treasurer for payment of meal for guest speaker at meetings.
- c. Recommend to the Executive Board a time and location of Chapter meetings.
- d. Develop and distribute meeting announcements.

Section 3. The Membership Committee shall be responsible to:

- a. Promote and solicit membership in the organization.
- b. Maintain membership roster and submit revised list to Treasurer at each meeting.
- c. Develop methods for increasing membership potential through outreach.
- d. Recommend qualifications for membership and dues structure to the full membership for adoption into the Chapter Bylaws.
- e. Notify all members annually of amount of dues to be paid by the beginning of the fiscal year, collect dues and forward same to Treasurer.

Section 4. The Professional Development Committee shall be responsible to:

- a. Organize, promote and sponsor formal educational course work for the membership, which is available through NIGP and other professional purchasing organizations.
- b. Organize, promote and conduct independent training seminars presented by members for members.
- c. Foster professional certification programs.

Section 5. The Parliamentarian Chairperson shall be responsible for:

- a. Ensuring proper meeting rules and guidelines are adhered to according to "Roberts Rules of Order" during each scheduled meeting.

Section 6. The Bylaws Chairperson shall be responsible to:

- a. Keep organized records of bylaws and such changes as are voted and approved by the membership.
- b. Ensure that Bylaws are available to all membership at meetings and upon request.

Section 7. The Scholarship Committee shall be responsible to:

- a. Review and award appropriately and in line with scholarship guidelines and budget available any applications for scholarship assistance.
- b. Make recommendations for usage of any excess of scholarship budget to the Board that will benefit the membership.

Section 8. The Webmaster Chairperson shall be responsible to:

a. Provide website management by keeping it current, maintained and post necessary information per the needs of the membership and as instructed by Board members.

Section 9 The Historian Chairperson shall be responsible to:

a. Request past pictures and/or articles referencing our Chapter to compile our Chapter history.

b. Announce need for Chapter promotion activities that can be included in continued record on annual basis.

ARTICLE X - N.I.G.P. MEETING OR F.A.P.P.O. MEETING

Section 1. The Association shall grant the registration fee for the annual N.I.G.P. meeting or F.A.P.P.O. meeting to the President as funds of the Association permit. If the President cannot attend, the opportunity shall be afforded to the Vice-President, Secretary, or Treasurer in that order. However, only one (1) officer of the Association will be granted the registration in any given year.

ARTICLE XI – EDUCATIONAL ASSISTANCE PROGRAM (EAP)

The Association offers and Educational Assistance Program which supports development by providing assistance grants for education directly relating to procurement to all current paid members. After review by the scholarship committee in accordance with EAP guidelines the committee approved EAP application is presented to the Executive Board for final approval and payment.

ARTICLE XII - AMENDMENTS

Section 1. These by-laws may be amended at any meeting without previous notice, provided a quorum is present.

Amendments:

Article II	Section 1 b, c, e
Article III	Sections 1, 2,3,4,5
Article IV	Sections 2, 3, 4 a, b, c
Article V	Sections 1, 2
Article VI	Section 1
Article VII	Section 1
Article VIII	Section 1
Article IX	
Article X	

Rev. - 12/6/91

Amendments:

Article VIII	Section 1
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Rev. - 3/11/94

Amendments:

Article IX	Section 1
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Rev. - 9/9/94

Amendments:

Article V	Section 1
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Rev. - 3/8/96

Amendments:

Article II	Section 1 d
Article III	Section 4
Article IV	Section 4 b, c

Rev. - 9/20/96

Amendments:
Article III Section 3
Rev. - 12/13/96

Amendments:
Article III Section 7
Rev.- 12/12/97

Amendments:
Article III Section 1, 2,5,7,8
Article IV Section 1, 2
Article V Section 1, 2
Article VI Section 1
Article VIII Section 1,2,3,4
Article X
Rev.-10/30/98

Amendments:
Article VII Section 1
Rev. – 7/27/00

Amendments:
Article VI Section 1 – Meetings
Rev. – 11/3/00

Amendments:
Article III Section 1
Rev. – 12/3/04

Amendments:
Article V Section 3
Rev. – 9/12/14

Article IV Section 2, 3
Article IX
Article XI
Rev. 9/28/2018