

**LOUISIANA CHAPTER NIGP
BY-LAWS**

ARTICLE I - ELECTION OF OFFICERS

1. Officers and at large board members shall be elected every four (4) years prior to December 31st of all even numbered years from a slate of candidates presented by a nominating committee and any eligible members nominated from the floor. A majority of those voting will be required for a candidate to win election.
2. No member of this Chapter shall be considered for President, Vice-President or Treasurer's office unless he or she has an individual or agency membership in Louisiana National Institute of Governmental Purchasing (LaNIGP) and represents an agency that has a membership in the National Organization of NIGP. It is recommended, but not required, that the persons elected to these offices hold either a CPPB or a CPPO certification.
3. No more than two (2) members from the same agency may be newly elected to serve on the Board of Directors at the same time. In the event more than two (2) members from an Agency are elected, the vacancies will be filled by majority vote as follows: 1. President; 2. Vice-President; 3. Treasurer; 4. Membership Secretary; 5. Recording Secretary; 6. Board Members. Any other member receiving majority vote for the position for which they are nominated from that same agency will be disqualified unless there are no qualified or willing nominees from the general membership.
4. No current member of the Board of Directors shall run for an elected position, unless there are no qualified or willing nominees from the general membership.
5. No member may be elected for more than two (2) consecutive terms unless there are no qualified or willing nominees from the general membership.
6. A 12-member board shall result from the election process.

ARTICLE II - TERM OF OFFICE

1. The term of office of all officers shall commence on January 1st following the general membership business meeting at which the election is held. The term of office for Board members shall coincide with that of the officers. Board members are identified in Article V of the Chapter Constitution.
2. The term of office of all Officers and Board Members shall be for a period of four (4) years.
3. No Chapter Officer shall serve in the same office for consecutive terms unless there are no qualified or willing nominees from general membership.

ARTICLE III - VACANCIES

1. The Board of Directors shall fill any vacancy occurring on the Board by appointing another member for the unexpired term by a majority vote of the entire Board. A vacancy shall occur as the result of death, resignation or removal.

ARTICLE IV - DUES

1. The Board of Directors will formulate a schedule of and levy annual dues for membership. The Board shall also establish registration fees for Chapter meetings. The fiscal year of the Chapter will begin on January 1st and terminate on December 31st. Annual dues cover services rendered and shall be due when invoiced. Only members in good standing shall receive services and participate in the work of the Chapter.

ARTICLE V - FUNDS

1. A bank account for the Chapter shall be maintained with four signatures registered to include the President, Vice-President, Treasurer and Recording Secretary. All checks must bear the signature of the Treasurer and any one of the other three individuals.
2. The books of the Chapter shall be audited annually by persons designated by the Board of Directors.

ARTICLE VI - MEETINGS

The Chapter shall meet at least once quarterly. The date and location is to be determined by the Program Chairperson who shall obtain approval of the Board of Directors.

ARTICLE VII - COMMITTEES

There shall be two classifications of committees as follows:

Standing Committees shall include the following:

- **Education and Certification Committee** chaired by the Chapter Vice- President. This committee shall be responsible for developing and reviewing education programs of the Chapter and for coordinating certification-related educational programs.
- **Membership Committee** chaired by the Membership Secretary. This committee shall be responsible for overseeing membership growth and retention programs and for providing an active program of membership support. This committee shall be responsible for maintaining open communications between the Chapter and members.
- **Program Committee** chaired by the immediate past President. This committee shall be responsible for identifying and recommending chapter programs and events, including Chapter meetings. Meetings are directed under the guidance of the Board of Directors.
- **Budget and Finance Committee** chaired by the Chapter Treasurer. This committee shall be responsible for reviewing and submitting the Chapter's annual budget to the Board of Directors and to the membership for approval, for overseeing accounting practices, and for recommending fiscal policy direction to the Board of Directors.
- **Educational Conference and Products Exposition Committee** chaired by a Conference Chairperson, in accordance with the Chapter's PPM. The committee shall be responsible for planning, organizing and administering the annual conference.

Ad-Hoc Committees to include but is not limited to the following:

- **Nominating Committee** consisting of a Chair person, vice-chairperson and a minimum of five (5) members with not more than 2 of the 5 members serving on the current Board of Directors. The committee shall be appointed by the Chapter President. The committee members shall be announced to the membership not less than ninety (90) days prior to the meeting at which the election will be held. The committee shall receive and evaluate recommendations from the members regarding individuals suggested for candidacy. The committee shall select at least one candidate for each elected office. The slate of nominees will be turned over to the President no later than five (5) days prior to the voting meeting. No changes in nominees on this slate may be made after submission to the President except at the request of the nominee. Nominations may be made from the floor at the election meeting or through a written method determined by the Board of Directors, but only if the nominee has given expressed permission that his name be placed in nomination. The Nominating Committee shall strive to nominate Officers and Board members throughout the geographical areas of the State and shall act in accordance with guidelines set forth in the Chapter's Policy & Procedure manual.
- **Member of the Year Committee** established within the guidelines of the Chapter's Policy and Procedure manual.
- **Audit Committee** consisting of three (3) members of the Chapter appointed by the President and approved by the Board. This committee shall be responsible to audit the procedures of the chapter to determine that written procedures are consistent.
The committee shall be responsible for obtaining an annual audit of the financial records.
- **Events Committee** (Golf Tournament, Reverse Trade Show, etc.) with a chairperson in accordance with the Chapter's Policy and Procedure Manual who is responsible for planning, promoting and organizing the fund raising event as determined by the Board of Directors.

The President may appoint ad-hoc committees as may be necessary for the proper functioning of the chapter. The President shall disband an ad-hoc committee once the goal for which it was established has been accomplished or it shall automatically expire at the end of the President's term.

The President shall be an ex-officio member of all committees. Only members of the chapter are eligible to serve on committees. Non-elected committee chairs are appointed for the four (4) year term of the President or until the goal of the ad-hoc committee has been accomplished

ARTICLE VIII - PROCEDURES AND MEETINGS

1. Quorum - A quorum at the Board Meeting shall consist of a majority of the Directors.
2. A quorum at any regular Chapter meeting shall consist of a minimum of 20% of the members of the association in attendance.
3. Robert's Rules of Order shall govern all meetings of this association.
4. Quarterly meetings of the Chapter shall be held. Board of Directors meetings shall be held regularly, not less than quarterly. Schedule of Board meetings is to be set by the Chapter President.

ARTICLE IX - AMENDMENTS

1. The Board may amend these by-laws by a two-thirds (2/3) vote of the entire Board at any meeting or by absentee sealed-letter ballot providing a copy of such proposed amendments have been mailed to each Board member at least ten (10) days prior to such meeting.
2. The Constitution may be amended at any regular Chapter meeting by a two-thirds (2/3) majority of the members present. Any proposed amendment must be submitted in writing to the membership at any regular meeting, or by mail at least one week in advance, to be voted on at the next Chapter meeting.

ARTICLE X - CODE OF ETHICS

The Chapter and its members shall adhere to the NIGP Code of Ethics and Rules and Regulations for professional conduct for the guidance of its members.

ARTICLE XI - RULES AND REMOVALS

1. The Board may, by majority vote, make all by-laws and rules necessary and proper for the purposes of the Chapter not inconsistent with its Constitution.
2. No rule by which more than a majority vote shall be required for any specified action by the Board shall be amended, suspended or repealed by a smaller vote than required for action thereunder.
3. The Board may remove or suspend from office by a majority vote any Officer or Board member on examination and due proof of the truth of a written complaint of misconduct, incapacity or neglect of duty, provided that at least one (1) week's previous notice in writing of the proposed action, and the opportunity to appear before the Board shall have been given to the accused and to each Board member.