

CONSTITUTION

AND

BYLAWS

**Metropolitan Washington Chapter
of the National Institute of Governmental
Purchasing, Inc.**

Revised and adapted
[April 21, 2016]

Constitution

ARTICLE I- NAME

1. The name of this Chapter shall be the Metropolitan Washington Chapter of the National Institute of Governmental Purchasing, Inc. (MWC/NIGP).

ARTICLE II – OBJECTIVE

1. The objectives of this Chapter are to establish cooperative relationships among its members for the development of efficient purchasing methods and practices in the field of educational, governmental and public institutional procurement; to encourage maintenance of ethical standards in buying and selling; to promote uniform public purchasing laws and simplified standards and specifications; to collect and disseminate useful information for its members; to promote the interchange of ideas and experiences within the purchasing professions; to encourage research and investigation; to promote ongoing training and certification of those engaged in the profession; to sponsor such other activities as may be useful in providing its members with knowledge for efficient procurement; to strive by all legitimate means to advance the purchasing profession; and to observe the purposes, aims, and objectives of the National Institute of Governmental Purchasing, Inc.
2. Consistent with the above stated objectives, the Chapter may exercise any other powers conferred upon unincorporated nonprofit associations by the D.C. Uniform Unincorporated Nonprofit Association Act of 2010; provided, however, that:
 - a. The Chapter is organized exclusively for charitable, educational and scientific purposes within the meaning of Section 501(c)(3) of the IRC; and,
 - b. Notwithstanding any other provision of this Constitution, the Chapter shall not carry on any other activities not permitted to be carried on: (i) by an organization exempt from federal income tax under IRC Section 501(c)(3); or (ii) by an organization, contributions to which are deductible under IRC Section 170(c)(2).
3. No part of the net earnings of the Chapter shall inure to the benefit of, or be distributable to, its directors, officers, employees, or other private persons, except that the Chapter shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of IRC Section 501 (c)(3) purposes. No substantial part of the activities of the Chapter shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Chapter shall not participate in, or intervene in (including the publishing or distribution of statements), any political campaign on behalf of, or in opposition to, any candidate for public office.

ARTICLE III- MEMBERSHIP

1. The membership shall consist of regular, student, retired and honorary members.
2. Regular Members: (a) Membership in the Chapter shall be open to all public institutions' procurement and management personnel including Federal, State, County, municipal and township activities, public school systems, colleges, universities, hospitals, commissions, authorities and any other political subdivisions of the Washington Metropolitan Area. (b) Full time employees of the above agencies provided they spend the majority of their time involved in purchasing, or the material management function. (c) A person with full time employment in a position having a direct influence on the public procurement process such as elected or appointed officials, department heads, and certain educators.
3. Student Members: Undergraduate or graduate students majoring in acquisition management, business, public administration, materials management, or a related focus of study are eligible for membership if full-time (defined as 12 or more credit hours for undergraduate; 6 or more for graduate).
4. Retired Members: Retired membership may be conferred upon members of this Chapter upon their retirement from the pursuit of their livelihood through active employment, and upon written request for such membership. Retired members shall not be entitled to vote or hold office and shall be exempt from payment of dues. However, a Retired Member who chooses to pay annual dues may cast votes and hold office as a Regular member.
5. Honorary Members: Honorary membership may be conferred by unanimous vote of the members upon individuals 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 dues.
6. Admission: An applicant becomes a regular member upon acceptance of the application, payment of dues, and confirmation by the Membership Committee that he or she meets all eligibility requirements. Membership shall be denied any applicant who fails to satisfy the eligibility requirements.
7. Member in Good Standing: A member in good standing is one who pays their annual dues, attends at least 2 general membership meetings and is active in the organization.
8. Revocation: The Board of Directors may revoke the membership of any person for non-payment of dues, missed meetings, and violations of the NIGP Code of Ethics or for other just cause. A person considered for membership revocation, except for non-payment of dues, shall be provided written notice of the

proposed action by the Board of Directors and be given the opportunity to show cause why the membership should not be revoked. The NIGP Code of Ethics is incorporated by reference.

ARTICLE IV – OFFICERS AND DIRECTORS

1. The following shall constitute the officers and directors of the Chapter who combined shall be known as the Board of Directors.

President
First Vice President
Second Vice President
Treasurer
Secretary
Board of Directors

2. President: The President shall exercise general supervision over the affairs of the Chapter, preside over all meetings of the Chapter, be a member ex-officio of all committees and perform all duties incident to the Office of the President. The President shall be responsible for authorizing the expenditure or commitment of Chapter funds. Any expenditure in excess of \$500 of the current treasury balance shall require the approval of the Board of Directors.
3. First Vice President: The First Vice President shall perform such duties as are assigned by the President. In the event that the President is unable to perform his or her duties during a meeting or term, the First Vice President shall automatically assume said duties.
4. Second Vice President: The Second Vice-President shall perform such duties as are assigned by the President.
5. Treasurer: The Treasurer shall be responsible for the accounting of the funds of the Chapter, shall maintain a complete record of receipts and disbursements, and at each meeting shall render a true and complete report relative to the affairs of the office. The Treasurer shall be responsible for collecting membership dues and reporting to the Secretary any delinquencies so the Secretary may notify the delinquent members.
6. Secretary: The Secretary shall record and maintain records of the proceedings of all meetings of the Board of Directors and of the Chapter, mail or email all dues notices and other notices covering meetings and the affairs of the Chapter, and perform such other duties as may be assigned by the President or the Board of Directors.
7. Board of Directors: The governing body of this Chapter shall be the Board of Directors, chaired by the President, consisting of the immediate past President,

the President, First and Second Vice Presidents, Secretary, Treasurer and four members-at-large. The Board of Directors shall control and manage the affairs and finances of the Chapter, and shall have authority to take such actions as will serve the best interests of the Chapter and its members. The Board of Directors shall have no authority to expend or commit funds, or otherwise cause indebtedness of the Chapter to an amount in excess of the cash resources of the Chapter, unless such expenditure, commitment or indebtedness is approved in advance by a two-thirds vote of the membership at a regular meeting.

By-Laws

ARTICLE I – ELECTION OF OFFICERS AND DIRECTORS

1. Officers and Directors shall be elected at the November regular meeting from a slate of candidates presented by the Nominating Committee and any eligible and consenting members nominated from the floor. A simple majority vote of those regular members in attendance will be required for a candidate to win election.
2. The following shall be elected:

First Vice President
Second Vice President
Treasurer
Secretary
Directors (4)

All Directors shall be elected for a two-year term.

At the end of the terms of office, all offices shall be elected at the annual meeting.

3. No member of the Chapter shall be considered for an office or directorship unless he or she has been a member in good standing for at least one year immediately preceding the election and is a national member of NIGP.

ARTICLE II – TERM OF OFFICE

1. The term of office of all Officers and Directors shall commence on January 1 following the election.
2. The term of office of the Officers and Directors shall be for a period of two years, with the exception of the first two elected members-at-large, who shall have an initial three year term following the 2014 election **ONLY**.

ARTICLE III – VACANCIES

1. Vacancies shall be filled for the unexpired term of an Officer or Director by a Special Election at a regular meeting following the occurrence of the vacancy, in

accordance with the procedures of Article I, Section I of the By-Laws, except that the First Vice-President shall assume the duties of President in the event the office of President becomes vacant and the second vice-president shall assume the duties of the First Vice-President.

3. The Nominating Committee shall immediately convene and notify the membership of a vacancy prior to the Special Election.
4. The President may appoint Officers or Directors to fill vacancies until a Special Election is held.

ARTICLE IV – DUES

1. Dues will be assessed annually to members on an individual basis. Amount of the dues will be set by majority vote of the members present at a regular meeting upon recommendation of the Board of Directors.
2. Dues for regular members will be for a one-year period commencing on January 1 and ending on December 31 of each year.
3. Dues shall be payable in advance within sixty days of the beginning of each year, or upon receipt of an invoice, if billed to an agency.
4. Membership in the Chapter of a person whose payment of dues is 90 days in arrears may be revoked by the Board of Directors upon written notice, effective on the date of the notice. Membership may be reinstated upon payment of delinquent dues.

ARTICLE V – FUNDS

1. A bank account for the Chapter shall be maintained with two signatures registered, to include the President and the Treasurer **of which both signatures shall be required on all checks, over \$500.00.** In the event that the President or Treasurer is incapacitated or unavailable, and a second signature is required, the President can designate signature authority in writing to a member of the Board of Directors.

ARTICLE VI – MEETINGS

1. The Chapter shall meet, at its discretion, no less than once every three months and during Public Purchasing Month and shall include an Annual Meeting to introduce all newly elected members of the organization. The dates and locations are to be determined by the membership. The President may call a special meeting at any time.

ARTICLE VII – COMMITTEES

1. Standing Committees:

The incoming President shall appoint the following standing committees and a Chairman for each no later than 30 days after he/she assumes office:

Nominating
Membership
Professional Development
Program
Recognition/Public Affairs

Membership on the Standing Committees shall consist of a minimum of two individuals, at least one of whom is a regular member in good standing. The chair of each standing committee shall attend all Board of Directors meetings but shall not vote unless the Chairman is also a member of the Board of Directors.

2. The President may appoint such other committees as deemed appropriate.

3. Duties and Responsibilities of the Standing Committee are:

a. Nominating. The nominating committee shall consider and evaluate recommendations from the membership regarding potential candidates for Officer or Director and shall submit a slate of eligible nominees to the President in adequate time to be circulated to the membership but not later than 30 days prior to the meeting at which the annual elections shall be held. The Nominating Committee shall convene at such time as necessary to develop a slate of eligible candidates to fill positions of Officers or Directors occasioned by vacancies.

b. Membership: The Membership Committee shall actively pursue increasing the membership of the Chapter. It shall review all applications for membership, determine and advise the Board of Directors concerning eligibility of applicants for membership. Letter of welcome to new members will be issued and signed by the President.

c. Professional Development: The Professional Development Committee shall be responsible for planning, developing and implementing programs, which further the knowledge, expertise and professionalism of the membership; and which enhance the public's perception of the Chapter.

d. Program: The Program Committee shall be responsible for planning and arranging programs for the Chapter's regular meetings, including determining topics of interest to the membership and arranging for speakers.

e. Recognition/Public Affairs: The Recognition Committee shall be responsible for notifying the membership of awards, honors, promotions, and other newsworthy accomplishments of members of the Chapter and shall further be

responsible for notifying the membership of hospitalization, deaths or other items of concern regarding members.

ARTICLE VIII – PROCEDURES

1. Quorum: A quorum at a Board of Directors meeting shall consist of a simple majority of the Board members.
2. A quorum at any regular meeting shall consist of a minimum of 20 percent of the regular members of the Chapter.
3. Robert’s Rule of Order shall govern all meetings of this Chapter.
4. Resignation: At any time any member of the organization inclusive of Officers can tender their resignation from the organization. If an Officer or member of the Board of Director resigns they must indicate if they are only resigning as an Officer, or from the organization, or both. Resignations can be accepted via email, formal letter or facsimile.
 1. Only the President can accept or reject a resignation.
 2. In the event that the President is not available the responsibility shall automatically be delegated to the First Vice President.
 3. After acceptance of the resignation, said resigned shall return all documents belonging to the organization within 24 hours of their resignation either directly to the President or to the President’s designee.
5. In the event that the member wishes to rescind their resignation, the President along with the Board of Directors will make the final decision whether to accept or reject the request to rescind.

ARTICLE IX – CHAPTER DISSOLUTION

1. In the event that the Chapter dissolves and after satisfaction of outstanding debts, any remaining funds and accounts receivable, upon collection, shall be disposed of in the following manner:
 - a. Shall be remitted to National Headquarters of the National Institute of Governmental Purchasing, Inc., an organization exempt from federal income tax under IRC Section 501(c)(3), provided that National Institute of Governmental Purchasing, Inc. remains qualified as an organization exempt from federal income tax under IRC Section 501(c)(3) at the time of the Chapter’s dissolution; or
 - b. Donated to any similar charitable organization exempt from federal income tax under IRC Section 501(c)(3) designated by a simple majority vote of the membership present at the final meeting.

ARTICLE X - AMENDMENTS

The Constitution and By-Laws may be amended in the following way at the option of the membership:

At any regular meeting by a two-thirds majority of the members present, providing there is a quorum.