



BY LAWS OF THE TALLAHASSEE AREA CHAPTER OF NIGP

ARTICLE I - ELECTION OF OFFICERS

Section 1.

Officers and Directors shall be elected annually at the November Chapter meeting from a slate of candidates presented by the nominating committee at the October Chapter meeting and any eligible members nominated from the floor. A majority vote of the membership present is sufficient to elect, subject to the considerations of the following paragraph.

Section 2.

No member of the Chapter shall be considered for any office unless he or she has been a member in good standing for at least one year immediately preceding the election. A member may be a candidate for only one office per election.

Section 3.

No more than two members from the same organization shall be proposed as officers by the nominating committee for the same term. Others may be nominated from the floor with the potential of three or more from the same organization being elected.

Section 4.

The slate of candidates shall be presented in the November chapter newsletter with a brief biography of each person that includes, but is not limited to, the name of their employer, position title, purchasing employment history, service to the Chapter, and professional certifications, if applicable.

Section 5.

The President shall appoint a canvassing board to count the votes. The canvassing board will collect all ballots at the election and retire to consider the results. All ballots will be counted and totals compared. If a tie vote exists, the decision will be by flip of a coin.

ARTICLE II - TERM OF OFFICE

Section 1.

The term of office of the officers shall be for a period of one year, commencing upon installation and ending upon the installation of the elected successors.

Revised per vote on 03/12/2013

Section 2.

The term of office for the six Board members shall be for two years with three members elected every other year. Three members shall be elected for a one year term and three for a two year term in November 2012 in order to begin the rotating elections.

Board members may not serve more than four years consecutively, whether elected and/or appointed to fill a vacancy. Following a period of at least one year off the Board, a member may again serve as a Board member.

Section 3.

Installation of officers and the Board members is to occur during the December Chapter meeting.

ARTICLE III - VACANCIES

Vacancies shall be filled by special election if more than 30 days exist prior to the annual nominating meeting in October in compliance with procedures of Article I, Sections 2, 3, and 4 of the Bylaws.

ARTICLE IV - DUES

The amount of annual membership dues for the following year shall be set by majority vote of members present in consideration of recommendations by the Board of Directors and membership not later than the regular November Chapter meeting.

ARTICLE V - FUNDS

Bank accounts for the Chapter shall be maintained with four signatures registered, to include the President, Vice-President, Treasurer, and Secretary. The Board shall establish by policy any requirements for check signatures, fund transfers, and other financial transactions.

ARTICLE VI - FUND INVESTMENT

Section 1.

The Board of Directors of this Chapter shall have the power to invest Chapter funds in federally insured accounts or other instruments that are guaranteed as to principal by the United States Government or an agency thereof, as approved by the Board of Directors.

Section 2.

Investment papers and such items as may be agreed on shall be retained in a safety deposit vault or other secured facility in the name of the Tallahassee Chapter of the National Institute of Governmental Purchasing, Inc., with access restricted to the President, Secretary, and Treasurer; provided, that each shall be adequately bonded. Property secured in such facility shall be inventoried annually by the Secretary and Treasurer.

Section 3.

No funds shall be deposited as savings in any institution which does not operate under supervision of the Federal Deposit Insurance Corporation or other government regulated corporation.

Section 4.

No funds in excess of the maximum amount insured by the Federal Deposit Insurance Corporation shall be maintained as savings in an institution supervised by such Corporation.

Section 5.

The Board of Directors shall approve the transfer of all funds between accounts within a financial depository and between depositories.

ARTICLE VII - TRAVEL

Section 1.

Members are in travel status when duly authorized by the Board of Directors.

Section 2.

The Board of Directors shall recommend to the Chapter annually for its approval an amount to be expended for members to attend and participate in meetings, conventions, workshops, and other activities for the benefit of the Chapter.

Section 3.

Members approved for travel status will be advised in advance the amount for their trip. Members are encouraged to pre-register for hotel accommodations and other activities to take advantage of lower rates while in travel status.

Section 4.

The following items shall not be authorized: expenses incurred for convenience of the traveler, such as: indirect routing or stopovers for personal reasons; expenses of their families and unauthorized companions of travelers; expenses for entertainment; items entered on vouchers as "miscellaneous", "incidental", or "services", or expenses incurred within a designated city more than eight hours before or after Chapter business is initiated or concluded, except where the inconvenience of travel dictates the necessity for early travel or late departure and is accordingly sanctioned by the President.

ARTICLE VIII - MEETINGS

Section 1.

The Chapter shall meet on the dates and at the locations which are to be determined annually by the membership upon recommendation of the House Committee.

Section 2.

The Board of Directors shall meet approximately at the beginning of each quarter or as called by the President.

ARTICLE IX - STANDING COMMITTEES

Section 1 - Nominating Committee.

The Nominating Committee shall consist of not less than three members, two of whom are appointed by the President. 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 office for which a term is expiring. This slate of nominees will be turned over to the President no later than five days prior to the meeting scheduled to announce the recommended slate of candidates.

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 monthly meeting after the recommended slate is presented. Nominations from the floor may also be made immediately prior to the election. Nominations from the floor may be made only if the nominee has given express permission for his name to be placed in nomination.

Section 2 - Education and Professional Development Committee.

The Education and Professional Development Committee shall consist of not less than three members. The Chairman shall be appointed by the President.

- A. The Education and Professional Development Committee shall provide the speaker for each Chapter meeting.
- B. The Treasurer shall arrange for payment for the speaker's lunch from Chapter funds.
- C. The Education and Professional Development Committee shall organize and coordinate training, seminars, webinars, workshops and other education and professional development activities and presentations of the Chapter.

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Section 3 - House Committee.

The House Committee shall consist of not less than three members. The Chairperson of the House Committee will be the Sergeant-at-Arms of the Chapter, appointed by the President, and will assist the President as directed in the orderly conduct of the Chapter meetings.

The House Committee shall recommend the location for the Chapter meetings. The House Committee shall prepare the house for the meeting each month.

Section 4 - Communications Committee.

The Communications Committee shall publish and maintain a Chapter web site, and publish a monthly Chapter newsletter, and shall publish and issue such other communications as directed by the President.

Section 5.

Additional committees may be appointed by the President as required.

ARTICLE X B PROCEDURES

Section 1 B Quorum.

A quorum at a board meeting shall consist of a majority of the board members. A quorum at any regular meeting shall consist of a minimum of twenty (20) percent of the members eligible to vote.

Section 2.

Roberts Rules of Order are the accepted rules of procedure for this Chapter.

ARTICLE XI B DISSOLUTION

Section 1.

A vote of three-fourths of the general membership is required to dissolve the Chapter. The vote must be certified to the National Board of Directors with a final report.

Section 2.

In the event of dissolution, all residual funds of the Chapter shall be donated to a similar non-profit educational activity or deposited with the NIGP National Treasurer as determined by the Board of Directors.

Revised per vote on 03/12/2013

ARTICLE XII B AMENDMENTS

Section 1.

The Constitution and Bylaws may be amended at any regular meeting by a two-thirds majority vote of the quorum present. Any proposed amendment must be published first via the newsletter and distributed to the membership at a regular Chapter meeting and shall be voted on at the next regular meeting at which a quorum is in attendance.