



WASHINGTON STATE  
CHAPTER

# Bylaws

Revised November 2015



PRINCIPLES AND  
PRACTICES OF  
PUBLIC PROCUREMENT

## Washington State Chapter of NIGP - Bylaws

### ARTICLE I - NAME AND PURPOSE

**SECTION 1. Name.** The name of this organization is the Washington State Chapter of NIGP: The Institute for Public Procurement, hereafter called the Chapter.

**SECTION 2. Chapter Purpose.** The purpose of the Chapter is to:

- a) Promote and facilitate, among member agencies and the public procurement profession, the ethical, efficient and cost-effective procurement and administration required for the conduct of public business.
- b) Provide educational programs to develop, support and promote the procurement profession.
- c) Enable and encourage members to exchange relevant procurement information.
- e) Assist other charitable and educational organizations in the conduct of similar activities; and
- f) Engage in any and all lawful activities to accomplish the foregoing purposes except as restricted herein.

**SECTION 3. Definitions.** For the purposes of these Bylaws, the following definitions apply.

- a) Member or Membership. The terms “member” or “membership” shall include Regular, Associate and Honorary members, as described in Article II.
- b) Procurement. The term procurement encompasses all aspects of an acquisition, materials management and construction, and means the combined functions of: identifying needs, initiating a procurement project, selecting a vendor, contracting with a vendor, purchasing of the goods or services, managing the resulting contract, and using goods and/or deploying services provided by a non-governmental entity on behalf of that public entity.
- c) Public Institutions. A public institution shall include, but not be limited to, any governmental entity to include federal, state, county, municipal and townships; public educational institutions, including public school systems, colleges, and universities; publicly owned and operated hospitals, commissions and utilities, and special authorities; and any political subdivision of the State of Washington.

### ARTICLE II – MEMBERSHIP

**SECTION 1. Regular Membership.** Regular members shall be eligible to enjoy all the privileges of Chapter membership.

These privileges include the ability to attend Chapter events and meetings, the opportunity to vote during elections, as well as sit on a Chapter Committee and/or the Board of Directors as an elected officer or as a Committee Chair.

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Regular members are individuals who are:

- a) Full time and part time employees of public institutions, as defined in Article I, whose principle function is the procurement and administration or any other activity or function related to public procurement, contracting, or materials management.
- b) Full time or part time employees in a position having a direct influence on the public procurement process, such as elected or appointed officials, department heads, and educators.

**SECTION 2. Associate Membership.** Associate members shall be eligible to enjoy all privileges of Chapter member, except they may not serve on the Board of Directors or chair a Committee. Associate membership in the Chapter shall be assessed at one-half (1/2) the current regular membership dues and open to:

- a) Retirees whose active membership ceases upon retirement. These members may request and be granted Associate Membership upon written request for such membership and the approval shall be given by the Membership Committee.
- b) A regular member whose dues are paid continuously, but is unemployed or taking a leave of absence for educational or other reasons.
- c) Procurement students at graduate or undergraduate level will be considered Associate Members, but at no cost.

**SECTION 3. Honorary Membership.** Honorary members shall be entitled to most regular member benefits and be exempt from payment of membership dues, but shall not be entitled to vote, serve on the Board of Directors, or chair a Committee. Honorary membership shall be made available to individuals who have made distinguished contributions to the procurement profession or this Chapter. Honorary members must be nominated by a member in good standing and presented to the Board of Directors for approval (a majority vote).

**SECTION 4. Admission.** An applicant shall become a regular or associate member once the Membership Committee has received their membership application, payment for dues, and the Committee confirms the applicant meets all eligibility requirements. The Committee then submits its recommendation to the Board of Directors at a regularly scheduled Board meeting, or by electronic mail, for a vote by the Board of Directors.

**SECTION 5. Denial of Membership.** The Membership Chair and his/her Committee, or the Board of Directors, shall have the right to deny membership to any applicant who fails to satisfy the eligibility requirements for any class of membership. Applicant shall be advised of the denial and given an opportunity to provide eligibility verification before an official denial is issued. Notice of official denial shall be given by written notice to include appeal options. To appeal, applicant must submit a written notice of appeal to the Membership Chair within ten (10) days of the date of the denial notice, including proof of eligibility, such as current

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public procurement job description or proof of active student enrollment or transcripts. Upon receipt of a timely notice of appeal, the Membership Chair shall review the verification documents then make a recommendation to the Membership Committee and the Board of Directors, via electronic mail or during a regularly scheduled Board meeting, for their decision. The decision of the Board of Directors shall be shared with the applicant by the Chair, and shall be final and binding.

**SECTION 6. Revocation of Membership.** The Membership Chair or the Board of Directors 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. The Membership Chair shall provide the member with written notice of the proposed action. The member shall be given an opportunity to contest or dispute the revocation. Membership Chair shall review the verification documents and make a recommendation to the Membership Committee and the Board of Directors via electronic mail or during a regularly scheduled Board meeting for their final decision. The decision of the Board of Directors shall be shared with the Member by the Chair, and shall be final and binding. 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 7. Resignation.** Any member of the Chapter may resign by filing a written resignation with the Membership Chair, but such resignation shall not release the member so resigning of the obligation to pay any past unpaid dues or other charges. Any paid dues will be forfeited.

**SECTION 8. Reinstatement.** A former member of the Chapter may be reinstated as a member of the Chapter upon showing proof of eligibility and paying all current dues owed, less any forfeited dues (and possibly including an administration fee or similar charge which may be imposed by the Chapter). The procedure for an appeal to reinstate a former member shall be the same as provided in Section 5 above.

**SECTION 9. Transferability of Membership.** Agency paid memberships shall be transferable to a new member if so directed by the agency head or responsible representative. Any privately paid membership shall be vested in the individual member of the Chapter and shall not be transferred or assigned to any other individual by such member.

**SECTION 10. Conflict of Interest.** At no time, while a member of the Chapter shall an individual engage in an outside activity that would constitute a conflict of interest with public procurement activities.

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### ARTICLE III – OFFICERS

**SECTION 1. Board of Directors.** The governing body of this Chapter shall be an executive Board called the Board of Directors, chaired by the President, and consisting of the President, immediate Past President, Vice-President, Membership Secretary, Recording Secretary, Treasurer, and standing Committee Chairs.

**SECTION 2. Election and Term of Office.** The officers of this Chapter shall be elected annually as set forth in Article IV of these Bylaws. Each officer shall hold office until succeeded by election and installation of said successor. The term of office of all officers shall commence upon installation in January of each year and end upon the installation of the new Board of Directors the following January.

**SECTION 3. Duties of the Officers.**

a) **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
- Perform all duties incident to the office of the President
- Execute, in the name of the Chapter, all written contracts of the Chapter
- The President or Treasurer shall report any unplanned expenditures at the next business meeting
- Authorize expenditure or commitment of Chapter funds. Any expenditure not included in the annual budget and over \$500 or 20% of the current treasury balance, whichever is less, shall require the approval of the Board of Directors. Such approval may be granted by electronic mail or other concurrence via notification to and of approval of a majority of the Board of Directors and shall not require additional Board action, and
- Within thirty (30) days after his/her election, shall appoint the standing Committees, and such other Committees.

b) **Vice-President.** The Vice President shall:

- Serve and fulfill the duties of the President in the absence of the President or due to a vacancy of that office until filled
- Chair the Honors and Awards Committee
- Ensure that audit of financial records is performed
- Expend or commit Chapter funds during the temporary absence of the President or Treasurer, and
- Perform such duties as assigned by the President.

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c) **Membership Secretary.** The Membership Secretary shall:

- Chair the Membership Committee and work to develop membership growth, activity and innovation
- Present new member recommendations to the Board of Directors
- Administer the all membership activities, including the annual membership renewal program and maintaining membership data and the Chapter membership brochure, and
- Perform such other duties as assigned by the President or Board of Directors.

d) **Recording Secretary.** The Recording Secretary shall:

- Create and keep a true and correct record (i.e. meeting minutes) of the proceedings of all meetings of the Chapter and of the Board of Directors, and take care of the general correspondence of the Chapter
- Transmit all notices of meetings and affairs of the Chapter to the members of the Chapter and to NIGP (as needed), and
- Perform such other duties as assigned by the President or Board of Directors.

e) **Treasurer.** The Treasurer shall:

- Maintain a complete record of receipts and disbursements
- Share a financial report electronically prior to or during each Board teleconference or meeting
- Establish and maintain a bank account in a bank, credit union or such other establishment as approved by the Board of Directors
- Collect and keep such dues and assessments that may be levied by the Chapter and any other income of the Chapter and to disburse such funds as authorized by the Board of Directors
- Prepare and submit (and sign as needed) all credit card transactions, checks on behalf of the Chapter and secure the President's (or Vice President's as needed) approval prior to disbursement of funds
- Share the annual budget projection at least two weeks prior to the Annual Meeting and to the Board of Directors at each regular Board teleconference or meeting
- Post monthly Treasurer's Report to the Chapter website, and
- Perform such other duties as assigned by the President or Board of Directors.

All Chapter documents, books, records and accounts shall be open to inspection by any member of the Board of Directors and to an Auditor or Auditing Committee, as requested, and all money, books, documents, vouchers and any other property belonging to the Chapter shall be submitted to the successor officer at the time of departure from office.

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- f) **Immediate Past President.** The Immediate Past President shall participate as feasible and perform duties as assigned by the President.
- g) **Board of Directors.** The Board of Directors shall:
- Attend the regularly scheduled teleconferences and other meetings of the Board of Directors, and Chapter events.
  - Control and manage the affairs and finances of the Chapter.
  - Shall have authority to take such actions as will serve the best interests of the Chapter and its Members under an annual plan of activities and budget to be adopted by the membership at the annual meeting of the membership.
  - Have no authority to expend or commit funds to an amount over the cash resources of the Chapter, or otherwise cause indebtedness of the Chapter, unless such expenditure, commitment, or indebtedness is approved is in the annual budget, or in advance by 2/3 affirmative vote of the voting members at a regular or special business meeting. Such approval may be by electronic mail or other concurrence.
  - Review the recommendation of the Membership Committee and by a majority votes shall accept or reject the applications for membership to the Chapter. The vote of the Board of Directors shall be final. An applicant whose application has been rejected, however, may appeal as specified elsewhere in these Bylaws, or may resubmit an application to the Membership Committee no sooner than one (1) year after rejection by the Board of Directors.
  - Hear and decide on appeals regarding the Honors and Awards Committee's decisions on award of scholarships.

### **SECTION 4. Vacancy.** A vacancy may exist in any office for reasons such as:

- Loss of status as a procurement professional due to retirement, termination, or other discharge
- Written resignation
- Inability to perform the duties of the office
- Death of the incumbent
- Removal for cause

**Removal from Office:** The Board of Directors has the right to terminate the incumbency of any officer whenever the Board of Directors determines the officer is incapable of performing the duties of such office, or for cause.

The removal from office *for cause* may be sanctioned under any of the following conditions:

- Non-payment of dues
- Violation of these Bylaws
- Violation of the NIGP Code of Ethics

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- Failure to properly discharge the responsibilities of the office

In order to discharge their right to terminate an officer for cause, the remaining Board of Directors must take a vote. Once the vote has passed by a majority, the officer shall be given thirty (30) days' notice. The officer affected shall have the right to respond within twenty (20) days after receipt of such notice. The response will then be reviewed by the Board of Directors for a final determination.

Succession plan: Should there be a vacancy in the Presidency; the Vice President shall serve as interim until the next election.

Should there be a vacancy of any other Officers, the Board of Directors is authorized to appoint a replacement until the next election.

### ARTICLE IV –NOMINATIONS AND ELECTIONS

**SECTION 1. Nomination and Elections.** The Public Relations, Marketing, and Elections Committee shall administer the nomination and election process. With regards to elections, the Committee shall:

- Solicit, consider, and evaluate nominations from the regular membership for candidates for office
- Submit a slate of eligible nominees to the President and the Board of Directors in adequate time to be circulated to the full membership, typically two weeks from date nominations are requested
- Upon approval by the Board of Directors, prepare a ballot of the nominated officers and directors for each vacancy to be filled. All ballots shall allow for write-in candidates
- Make no changes in nominees on this slate will be allowed after submission to the President except at the request of the nominee

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

**SECTION 3. Distribution to Members.** The Chair of the Public Relations, Marketing and Election Committee shall distribute the list of nominees for office to voting members (via membership email, website post, social media, electronic newsletter or other methods) in adequate time for review and selection before the specified deadline.

**SECTION 4. Election Procedure.** All eligible, voting members may submit their ballots to the Public Relations, Marketing and Election Committee on or prior to the deadline date specified on the ballot for the annual election, typically two weeks from date of nomination of officers. The Public Relations, Marketing and Election Committee shall collect the ballots, count the votes, and report its findings to the Board of Directors. A member shall be deemed to have been elected to office upon determination that the member has received the most votes cast for that office. In the case of a tie, the winning members elected shall decide among



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themselves if one individual shall be installed into office, or if two elected members agree to co-chair the position, or if a re-vote should be administered.

**SECTION 5. Voting.** Regular or Associate Members in good standing shall be entitled to one (1) vote representing their own selection. Except as otherwise provided by the Bylaws of this Chapter, a majority of the votes from the membership shall take or authorize action upon any matter. All voting shall allow for absentee ballots, required to be sent to the Public Relations, Marketing and Elections Committee no later than the due date for traditional voting submittals, typically two weeks from the date nomination details are released.

### **ARTICLE V – DUES**

#### **SECTION 1. Membership Dues.**

New members shall pay annual dues, in full, at the time of acceptance into membership, unless otherwise determined by the Board of Directors. Membership is effective from the date that dues are paid and continuing for one (1) full year from that date, subject to approval by the Board of Directors. Members who have not paid their annual dues within four (4) months after the due date shall be considered delinquent and may be dropped from the membership list, at the discretion of the Board of Directors.

Members whose dues are delinquent will not be allowed to vote.

**SECTION 2. Annual Dues.** Dues of this Chapter are established annually for Regular Members. Associate Members shall be exempt from payment of one-half of the current assessed dues required for Regular membership. Honorary Members shall be exempt from payment of dues.

**SECTION 3. Change in Dues Rate.** Not more than once per year, the Finance Committee Chair may recommend a change in the membership dues rate. If in agreement, the Board of Directors may call for the change. The voting membership shall have no less than a 60-day to cast their vote for or against a change in dues prior to the proposed ratification date. This vote shall be called for and managed by the Public Relations, Marketing and Election Committee following a similar process to that outlined in Article IV. A dues change will require the ratification of a 2/3 affirmative vote of the voting members. Any changes in dues will be no sooner than the ratification date, typically to be in effect at the beginning of the next calendar year.

**SECTION 4. Prorated Dues.** The dues rate will not be prorated.

**SECTION 5. Initiation Fee.** There will be no initiation fee.

## ARTICLE VI – MEETINGS

**SECTION 1. General Membership Annual Meeting.** Typically the annual meeting is held in January and shall be designated as the Annual Meeting and Honors and Awards Ceremony. The purpose of the Annual Meeting shall be to install elected officers, present awards, present the annual report and financial statement, to conduct training for the membership, and any other business. This meeting and event shall be coordinated between the Vice President, who also serves as the Chair of the Honors and Awards Committee, the Education and Research Chair and Committee, and the President. This team shall keep the incoming and outgoing Board members comprised of the event's plan, budget and schedule for the agenda.

**SECTION 2. Regular Meetings.** The regular meetings of this Chapter shall be held at the discretion of the President and the Board of Directors typically in January for the installation of officers, in the spring and the fall, usually in the form of education and awareness sessions for Procurement Month (March) and typically in conjunction with any trade show or reverse tradeshow events, following the annual NIGP Forum. The date and time of each meeting shall be determined by proposal of the President and in general agreement by the Board of Directors.

**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 Board of Directors, or upon written petition of twenty percent (20%) of the regular membership. Written notice of any such meeting must be distributed to all members at least one (1) week in advance and shall set forth the object of such meeting.

**SECTION 4. Meetings of the Board of Directors.** The Board of Directors shall conduct regular, monthly meetings as feasible via teleconference to minimize travel for Board members. Meetings shall be open to all regular members who wish to participate. The President may call special meetings of the Board of Directors as deemed necessary. The President or the Board of Directors may cancel a meeting if deemed unnecessary or if the President or Board are unavailable.

**SECTION 5. Committee Meetings.** Committees shall meet as often as necessary as determined by the Chair to accomplish their roles, responsibilities and goals.

**SECTION 6. Notice of Meetings.** Written notice of the purpose, time and place of all Regular, Annual, or Special Meetings of the Chapter shall be given by the Recording Secretary, Public Relations, Marketing and Elections Chair, or other Board member. Such notice shall be shared with the Chapter membership by electronic mail, posted on the Chapter website, newsletter, social media or other means, in reasonable time for adequate advanced notice.

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**SECTION 7. Procedure and Order.** Except as otherwise provided in these Bylaws, all questions of order shall be decided under "Roberts Rules of Order". "Majority vote" of the Board of Directors shall mean the Board of Directors may take action on any matter upon confirmed concurrence of a majority of the Board of Directors members available at the meeting or at current time for electronic voting, provided such action is not otherwise precluded by these Bylaws. Majority shall equal the higher number of those voting.

### **ARTICLE VII – COMMITTEES**

**SECTION 1. Appointment to Committees.** The President shall appoint members to the Committees, subject to the consent of a majority of the Board of Directors.

**SECTION 2. Standing Committees.** Standing Committees of the Chapter shall be:

- Finance Committee
- Education and Research Committee
- Membership Committee
- Public Relations, Marketing and Elections Committee (which may include Social Media subcommittee)
- Honors and Awards Committee

**SECTION 3. Finance Committee.** The Finance Committee will ideally comprise of not less than three (3) members including the Treasurer, who shall chair the Committee. The Finance Committee's primary responsibilities are to plan, establish, and execute the Chapter's financial program; prepare and present the Chapter's annual report; prepare financial analyses and statements; supervise, coordinate and review the Committee's budget proposals for the year and present an annual budget at the general membership annual meeting. The Finance Committee will also review the draft version of the monthly Treasurer's Report and compare it to the monthly bank statement to verify a match in revenue and expenditures before the Report is submitted to the Board of Directors. The Treasurer or designated Committee member shall make periodic reports to the President on the status of their activities when feasible and/or at regular Board meetings.

**SECTION 4. Education and Research Committee.** The Education and Research Committee will ideally comprise of not less than three (3) members. The Education and Research Committee's primary responsibilities are to plan, establish, and coordinate educational programs, subject to approval by the Board of Directors, which further the knowledge, expertise, and professionalism of the Chapter Members. These activities might include organizing NIGP workshops and seminars, and study groups, classes and testing information for members to assist in obtaining certification (CPPB and CPPO). The Education and Research Committee

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shall conduct research for the Chapter and collect materials for the Chapter library. The Committee shall furnish copies of materials from the library to members requesting and replenish materials as necessary. The Committee's Chair shall make reports to the President on the status of the Committee's activities when feasible and/or at regular Board meetings.

**SECTION 5. Membership Committee.** The Membership Committee will ideally comprise of no less than three (3) members. The Membership Committee's primary responsibilities organize an effective recruiting program, to prepare materials for distribution to potential members or to help familiarize them with the Chapter, and to work with the President on membership issues. The Membership Committee shall prepare an annual membership list of paid members in good standing, and include the year in the heading, for presentation at the first Board of Directors Meeting of the Chapter year. This list should identify the members who are members of NIGP national and those who are Chapter members only. This list shall be accurate and effective as of January 1<sup>st</sup> and shall also be submitted to NIGP according to its requirements. This Membership list and updated lists will be prepared and presented to the Board of Directors and to the membership through the Chapter newsletter. The Committee shall send out membership applications, renewal notices, and delinquent notices where necessary. The Committee's Chair shall make periodic progress reports to the President on the status of their activities when feasible and/or at regular Board meetings. See Membership Chair duties for additional actions.

**SECTION 6. Public Relations, Marketing and Elections Committee.** The Public Relations, Marketing and Education Committee will ideally comprise of no less than three (3) members, including the Social Media Subcommittee, who shall act as backup to the Chair. The Public Relations and Marketing Committee's primary responsibilities are to inform the Membership of or help coordinate and promote Chapter cultural and educational activities and social events, including the annual holiday dinner. The Committee will manage and maintain the Chapter website, collect and send stories, notices, articles, and updates to members via social media, the Chapter website, to NIGP, etc., to publicize individual achievements, and those of the Chapter. The Committee's Chair shall make periodic progress reports to the President on the status of the Committee's activities when feasible and/or at regular Board meetings. The Committee shall collect articles, prepare, edit, and publish the Chapter's newsletter on a regular basis if possible.

**SECTION 7. Honors and Awards Committee.** The Honors and Awards Committee shall be composed of the following four Members: Vice President (who shall Chair this Committee), Chair of the Education and Research Committee, Chair of the Membership Committee, and a Member-at-large from Chapter membership, while also engaging the President and the Board of Directors.

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This Committee shall be responsible for the preparation of the annual Honors and Awards event, as well as the development and administration of procedures, criteria, and final selection of recipients for the following annual Chapter awards:

- Public Procurement Professional (Buyer) of the Year Award
- Public Procurement Manager of the Year Award

Each November the Honors and Awards Committee shall submit to the membership the annual request for nominations for Procurement Professional (Buyer) and Procurement Manager of the Year. The Committee shall collect and review the applications, notifying those nominated and those submitting when they have been received. Following review and selection, the Committee shall notify the submitter of the successful and unsuccessful in order to allow adequate preparation time for attendance and presenting at the H&A meeting.

Should the Committee see any necessary changes upon review of the procedures and criteria used in selecting recipients of the Chapter's Public Procurement Professional (Buyer) of the Year Award, Public Procurement Manager of the Year Award, the Committee will submit any such recommended changes for approval to the membership at least thirty (30) calendar days prior to the annual release of the nomination request. Chapter Upon approval by 2/3 affirmative vote of the voting members, the President shall confirm the changes shall be made and submit the information to NIGP for approval. The Committee shall coordinate the submission of any Chapter nominations for NIGP's equivalent national awards.

This Committee is also responsible for coordinating the Scholarship Program. The Scholarship Program shall provide financial assistance to the Chapter members to assist in developing their procurement and materials management skills and professionalism. The Committee Chair (the Vice President) shall make periodic reports to the President and the Board of Directors on the status of the Scholarship program.

**SECTION 8. Special Committees.** From time to time, the President may appoint Special Committees. The Chair of such a Committee shall keep the President and Board of Directors advised on the Committee activities and shall render such progress reports as required, typically at Board Meetings. Each Committee will ideally comprise of no less than three (3) members. Special Committees shall routinely be established for limited terms during each year, as necessary. Special Committees may consist of the following:

- **Policy Advisory Committee.** This Committee's responsibilities would be to ensure the Chapter's Bylaws are current, relevant, and in alliance with the National NIGP's rules.
- **Chapter of the Year Committee.** This Committee's responsibilities would be to coordinate, complete and submit the annual submission for NIGP's Chapter of the Year award.

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- **Social Responsibility Committee.** This Committee responsibilities may include any of the following: coordination and promotion of charitable activities, promotion of diversity within our Chapter membership as well as in procurement efforts, and/or the promotion of the best practices with regards to sustainability.
- **Reverse Trade Show Committee.** With the assistance of the Public Relations, Marketing, and Elections Committee Chair, this Committee's responsibilities would be to coordinate, manage and promote the Chapter's reverse trade show.

### ARTICLE VIII – FINANCES

**SECTION 1. Fiscal Year.** The Chapter fiscal year shall be January 1 through December 31.

**SECTION 2. Bank Account.** The Chapter shall maintain a bank account with at least two (2) Board of Director's signatures registered to include the President and Treasurer. The outgoing Treasurer and the incoming President and Treasurer will jointly audit the funds prior to transfer of accountability at the beginning of a new term. The results of the joint audit will be presented to the Board of Directors for review and approval.

**SECTION 3. Contributions and Gifts.** The Chapter may receive financial contributions and non-vendor 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 Board of Directors.

**SECTION 4. Fund Raising.** The Chapter may conduct fund raising functions to support its activities. No individual, officer, or member may, in the name of the Chapter, solicit or receive gifts or contributions of any kind without the express written approval of the Board of Directors or from the President.

**SECTION 5. Scholarship Program.** The annual budget shall include funding for a Scholarship Program.

### ARTICLE IX – AMENDMENTS TO THE BYLAWS

When Amendments to the Bylaws are necessary, the President shall appoint a Chair for the Policy Advisory Committee and the Committee shall follow these procedures.

**SECTION 1. Proposals for Bylaw Amendments.** All proposals to amend, alter, or repeal any part of the Bylaws must be submitted by the Secretary or the Policy Advisory Committee Chair to the membership for review and approval at least thirty (30) days prior to the next Chapter business meeting.

**SECTION 2. Amendments.** At a regular annual or other business meeting of the Chapter, the membership may, by majority of votes received, alter, amend, or repeal any part of the Bylaws, adopt new Bylaws, or direct the Board of Directors to cause any

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provision of the Bylaws to be altered, amended, repealed, or adopted. However, no provision of the Bylaws to be amended may be inconsistent with the Chapter's status as a non-profit corporation under the laws of the state of Washington, be in conflict with NIGP, or infringe on the rights of a third party.<sup>1</sup> All Amendments or changes to the Bylaws may be subject to approval by NIGP National prior to adoption.

**SECTION 3. Severability.** If any Section of the Bylaws is found to be contrary to the Laws of the United States or State of Washington, or contrary to the Policies of NIGP, it shall affect no other portion except as amended under Article IX.

(NIGP Chapter Bylaws DATE2015– Revises the Bylaws almost in its entirety to reflect current practices)

(NIGP Chapter Bylaws 072706-Adds Scholarship Committee.doc)

(NIGP Chapter Bylaws 031507- Changes purpose; deletes Article XI)

(NIGP Chapter Bylaws 01-09 – Clarifies expenditure approval processes, amends and standardizes voting majority of membership and receipt of absentee ballots, schedule for annual award criteria, limitation on vacancy of office)