



**CENTRAL FLORIDA CHAPTER
OF
NATIONAL INSTITUTE OF
GOVERNMENTAL PURCHASING, INC.
BY-LAWS**



ARTICLE I –PURPOSE

To foster and promote advancement in the public procurement profession through education, study, discussion and networking; to provide a forum for exchanging ideas and information on the role and responsibilities of the procurement function within governmental bodies; to develop and promote simplified standards and specifications for governmental buying; to give the public information on governmental procurement problems in order to foster interest in public affairs and cooperation between governmental buyers and those they serve; and to provide a professional source of information to governmental units seeking expertise in governmental purchasing.

ARTICLE II- MEMBERSHIP

1. **ACTIVE.** Membership is based on payment of individual dues to the local Chapter and carries with it the right to vote. Membership in this Chapter shall be open to Federal, State, County, Municipal and Township activities, Public School Systems, Universities, Colleges, political subdivisions of Florida, and non-profit agencies providing a service to the general public. Such members must also be full time employees for an agency where the majority of their time is spent in purchasing or materials management.
2. **ASSOCIATE.** Individuals who are employed as in Article II, paragraph 1, and have not paid chapter dues, but whose agency is a member of the National NIGP Organization shall be known as Associate Members. Associate members shall not be entitled to vote or hold office.
3. **HONORARY.** Honorary Membership will automatically be given to all retired past presidents of this Chapter following their last year serving on the Board of Directors. Honorary membership may be conferred upon individuals who have made distinguished contributions to the purchasing profession or this Chapter by unanimous vote of the members present. Honorary members shall not be entitled to vote or hold office and shall be exempt from payment of Chapter dues. It is the responsibility of the Honorary member to pay all applicable National Dues and provide a current chapter registration form.
4. **RETIRED.** Retired Membership may be conferred upon members of this Chapter upon their retirement from active professional employment after receipt of a written request for such membership. Retired members shall not be entitled to vote or hold office and shall be exempt from payment of Chapter dues. It is the responsibility of the Retired member to pay all applicable National Dues and provide a current chapter registration form. A person may be both a retired and an honorary member.
5. **STUDENT.** Full-time procurement, contract administration, materials management, public administration, business administration and logistics college students at graduate or undergraduate level shall be eligible. Student members shall not be entitled to vote or hold office and shall be exempt from payment of Chapter dues. It is the responsibility of the Student member to pay all applicable National Dues and provide a current chapter registration form.

ARTICLE III-OFFICERS AND BOARD OF DIRECTORS

6. **BOARD OF DIRECTORS** The governing body of this Chapter will be a Board of Directors consisting of the Presidential Advisory Committee members, the President, Vice President, Secretary, Treasurer, and Regional Representative (if applicable).
7. **PRESIDENT.** The President shall exercise general supervision over the affairs of the Chapter, preside over all meetings of the Chapter and the Board of Directors, perform all duties incident to the Office of President, and shall adopt all other duties as described in NIGP By-Laws.
8. **VICE PRESIDENT.** The Vice President shall perform such duties as assigned by the President. The Vice President shall preside in the absence of the President and continue therein should the presidency be vacated, whereupon the office will be filled in accordance with the provision of the By-Laws.
9. **SECRETARY.** The Secretary shall maintain a written record of the proceedings of all meetings of the Chapter and its Boards. Minutes shall include, but not be limited to, the purpose of each meeting, list of those members present, description of issues addressed and decisions or directions made. The minutes shall be distributed on or before the next scheduled meeting. The Secretary shall publish a bi-monthly newsletter for distribution to the membership.
10. **TREASURER.** The Treasurer shall be responsible for the funds of the Chapter. A complete record of receipts and disbursements at each meeting shall be maintained to render a true and accurate report relative to the affairs of this office. The Treasurer shall collect and pay all applicable membership dues and maintain a current membership roster. Treasurer may maintain and pay all costs for a Post Office Box for the use of the Board of Directors. It is the responsibility of the Treasurer to pay all insurance premiums, storage, and other related fees of the Chapter, as applicable. The Treasurer shall distribute a financial report at each regularly scheduled meeting.

ARTICLE IV- NOMINATIONS AND ELECTIONS

11. A Nominating Committee will be appointed by the Board of Directors consisting of 3-5 active members of the Chapter. Nominating Committee members will interview potential Board position candidates to ascertain their interest and qualifications. The Nominating Committee will meet and select a Slate of officer nominations with their recommendations for each Board position. The Nominating Committee Chairman will announce the proposed slate to the General membership at the fifth regular Chapter meeting of the year. Following the presentation of the proposed slate, the floor shall be opened to the general membership for further nominations. The Nominating Committee Chairman will close nominations and candidates will be given an opportunity to speak to the membership. The Nominating Committee Chairman will call for a vote on each Board position per approved voting procedures. The new officers shall be installed at the January meeting and shall conduct the remainder of the first scheduled meeting of the year.
12. Any office vacated for ninety days or more will cause to invoke paragraph 1 of this Article. Any office vacated will be filled for the remainder of the current term by any past president, to be voted on by the membership at the next meeting.
13. The Board of Directors may remove any officer from office by a majority vote upon examination and due proof of the truth of a written complaint of misconduct, incapacity, or neglect of duty, made by any director, provided that at least one (1) week's previous written notice of the proposed action has occurred. The opportunity to appear before the Board of Directors shall have been given to the accused and to each director prior to action by the Board of Directors.

14. Upon the resignation of an Officer, the Board of Directors shall have the authority to appoint from the membership an alternate Officer or Director to the position for the unexpired term, or until such time as a special election is held.
15. The term of office of all Officers shall commence at the January meeting.
16. The term of office of all Officers shall be for a period of one year.
17. Maximum term of office by any individual in any one (1) office is three (3) years upon annual elections.
18. No member shall be considered for office unless he or she has been an active member in good standing for at least one year preceding the election.
19. At a minimum, the three (3) highest ranked Chapter officers are required to hold either an Agency or Individual Membership in NIGP, per Section 1, Article XIV of the National Institute of Governmental Purchasing, Inc., By-Laws. To comply with this requirement, the Central Florida Chapter may, by Chapter vote, pay for individual membership to NIGP National for officers serving on the Board of Directors who's Agency will not pay for membership.
20. No two members of the same organization may serve as officers at the same time.

ARTICLE V- FUNDS

21. **DUES.** Membership Dues are payable on an individual basis. The amount is recommended by the Board of Directors and, if changed, set by vote of the members annually at a regularly scheduled meeting. Dues are paid by calendar year and are due by December 31 for the following year. Dues are per member and not transferable to another person. If a member leaves his/her agency and is employed by another agency, membership shall go with him/her. Dues will not be pro-rated.
22. **FUNDS.** Funds will be held in a bank account maintained by the Treasurer. Expenditures require approval of the Board of Directors. Disbursements will be by check bearing signatures by two of the following officers: President, Vice President, or Treasurer. These signatures will be registered with the bank. Chapter issued Purchasing Cards (P-Cards) may also be used for approved Chapter expenditures. P-Card charges will be reviewed and signed by two of the following Officers: President, Vice President, Treasurer, at the end of each billing cycle.
23. **EXPENDITURES:**
 - A. The Chapter shall pay all reasonable costs, to include registration, and hotel expenses, for the Chapter President to attend the NIGP Annual Forum each year contingent upon availability of funds. Travel expenses must be approved at the beginning of the calendar year as a budgeted item.

Contingent upon the availability of Chapter funds, the Board of Directors may approve any another officer(s) to attend the NIGP Annual Forum to assist the Chapter President in representing the Chapter. All travel expenses shall be budgeted and approved in advance by unanimous vote by the Board of Directors. The Chapter will pay at the per diem and mileage rates based upon the current Federal Rate Schedule.

In the event that either the Chapter President or the Officer's entity is able to pay any or all of the travel costs, which would have been paid by the Chapter, the agency shall then be responsible for those costs incurred by the individuals.

- B. A budget shall be designated for Sunshine and Awards and maintained by the Treasurer.

* The Sunshine Budget is reserved to provide assistance for active Chapter members or their immediate family members in the event of a hospitalization or death of the Chapter member or a member of their immediate family (spouse and/or children). The Board will make the decision to provide assistance and will report back to the Chapter on any funds dispersed. In the interest of member privacy, the Board may choose to keep the name(s) of the member or family confidential.

ARTICLE VI-MEETINGS

24. The Chapter will meet bi-monthly beginning in January. The meeting dates and locations will be determined by the membership.

ARTICLE VII – COMMITTEES

25. Committees shall be designated by the Board of Directors and the Chairperson appointed by the President. The following committees shall be appointed:
- A. Budget Committee – The annual budget will be prepared and presented to the membership at the fifth meeting of the year for the following calendar year for membership vote at the last meeting of the year. The Board of Directors will serve on this committee.
 - B. Education Committee - To allow for continuing professional education, this committee would schedule Seminars, Professional Certification Reviews and Testing, and the Bi-Monthly Guest Speakers.
 - C. Certificates and Awards Committee – In an effort to acknowledge those achievements by members of the chapter for outstanding accomplishments, committee membership, and educational advancement, Certificates of Appreciation and Awards shall be distributed. These will not only recognize members for their achievements, they will also be recognized by National for certification and re-certification points. The Secretary will serve on this committee.
 - D. Fund Raising Committee – To provide funds for educational seminars and meet the budgetary needs, this committee will organize fund raising events. The President will serve on this committee.
 - E. Fiscal Management Committee– Prior to release of the Chapter Books, the Treasurer shall convene an Audit Committee consisting of the current Treasurer, incoming President, and two at-large members to be appointed by the current President for the purpose of performing a pre-release assessment of Chapter Books. This assessment shall include, but not be limited to, verification of income and expenditures (checks and receipts).
 - F. Central Florida Purchasing Cooperative Committee - Central Florida Purchasing Cooperative Committee. This committee develops specifications, Bids and RFP's for the Chapter membership's use which takes advantage of a greater number of agencies participating in the bidding or RFP process to obtain better pricing as a group.
 - G. Other committees may be appointed by the President as needed.

26. The Committee Chairperson of each Committee will report to the membership at the direction of the President.

ARTICLE VIII – PROCEDURES

27. QUORUM. A Quorum for the Board of Directors will consist of a majority of those voting. A quorum for a regular meeting shall consist of a minimum of 15% of the voting membership. Quorum shall be verified by the Secretary prior to voting.
28. Robert's Rules of Order shall govern the affairs of the Chapter with a copy being present at regular meetings.

ARTICLE IX – AMENDMENTS

29. Following the initial adoption of this Instrument, the By-Laws may be amended by two-thirds votes of those members present at the regular meeting.
30. Any proposed amendment must be submitted in writing to the membership at a regular meeting and shall be voted on at the next regular meeting.
31. All approved By-Laws amendments shall be submitted to NIGP National.

ARTICLE X – CODE OF ETHICS

32. The Chapter shall adopt as its Code of Ethics those of the National Institute of Governmental Purchasing, Inc.