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Constitution & Bylaws

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GOVERNMENTAL PROCUREMENT
ASSOCIATION *of* GEORGIA

*The public procurement organization
of choice – setting the standard.*



The Governmental Procurement Association of Georgia
Chapter #54 of the National Institute of Governmental Procurement

Constitution and Bylaws

I. NAME

- a. The name of this organization shall be the Governmental Procurement Association of Georgia, Chapter of NIGP and shall be known as GPAG, Chapter of NIGP.

II. OBJECTIVE

- a. The Objectives of the Association shall be:
 - i. Provide professional development opportunities;
 - ii. Promote and foster ethical standards;
 - iii. Establish and promote exchange of ideas and experiences;
 - iv. Encourage research and investigation related to government Procurement;
 - v. Promote the role of Procurement in government; and
 - vi. Support legislation that promotes effective and efficient Procurement.

III. MEMBERSHIP

- a. Membership shall consist of the following classifications:
 - i. Regular;
 - ii. Honorary;
 - iii. Non-Resident;
 - iv. Retired; and
 - v. Student

IV. OFFICERS AND ADMINISTRATION

- a. No member of this Chapter shall be eligible for any office unless they are a member in good standing, and have participated in Chapter functions within the last two years immediately preceding the election.
- b. No two members from the same entity or agency shall serve as Officers during the same term of office.
- c. The following shall constitute the Officers of the Chapter and their primary duties:
 - i. The President shall:
 - 1. Be responsible for presiding at all Executive Board and business meetings. Those meetings are to conform strictly to Roberts Rules of Order;
 - 2. Serve as Executive Board and Executive Committee Chair;
 - 3. Stand responsible for the actions of the Association;
 - 4. Address all Association business;
 - 5. Act as spokesperson on behalf of the Association;
 - 6. Appoint committee chairs;
 - 7. Appoint ad-hoc committees as needed;
 - 8. Serve (or appoint a designee) to represent GPAG at other professional organizational meetings;

9. Serve as primary contact with NIGP;
 10. Represent the Association at the NIGP Forum each year; and
 11. Be responsible for making arrangements for the installation of new officers at the fall meeting of final term of office.
- ii. The Vice-President shall:
1. Act in all instances and with equal authority as the President whenever the President is not present at meetings or is otherwise unable to attend to official duties;
 2. Serve as a member of the Executive Board and Executive Committee;
 3. Serve as a member of the Awards and Scholarship Committee;
 4. Serve as a member of the Education Committee and assist the Education Committee Chair with necessary arrangements for all professional development activities for the Association; and
 5. Shall serve as the Chair of the Bylaws Committee.
- iii. The Treasurer shall:
1. Be responsible for all Association funds and draw on these funds as necessary for use by the Association. Distribution of funds may be made only on the authority of the Executive Board or the Association membership;
 2. Be responsible for the accounting of Association funds and maintaining a complete record of receipts and disbursements;
 3. Render a true and complete financial report relative to the affairs of the Association at each business meeting;
 4. Serve as member of the Executive Board and the Executive Committee;
 5. Serve as a member of the Budget and Finance Committee;
 6. Be responsible for receipt of all monies due the Association;
 7. Ensure all monies are collected and expeditiously deposited;
 8. Issue checks for payment of all legitimate expenses of the Association;
 9. Be responsible for the collection of delinquent seminar fees and conference fees;
 10. Keep other members of the Executive Board abreast of all activities of the Association's treasury; and
 11. Prepare any tax forms by the specified filing date required by the Internal Revenue Service.
- iv. The Secretary shall:
1. Maintain a record of all meeting attendees;
 2. Record, prepare, and make available to the membership, the minutes of all meetings;
 3. Retain an agenda of all meetings of the Association;
 4. Submit for approval the minutes from the previous meeting;
 5. Shall be responsible for record retention of all documents of the Association; and
 6. Serve as a member and Secretary to the Executive Board and the Executive Committee;

7. Be responsible for the maintenance of an accurate and current listing of all members, including their organizations, addresses and phone numbers; and
 8. Maintain, in a professional manner, all files and correspondence relative to the Association and copy the Executive Board on all correspondence.
- v. The Past President shall:
1. Serve as a member of the Executive Board and the Executive Committee; and
 2. Serve as a guide to the president.
- vi. Member-at-Large shall:
1. Be appointed by the President of the Association;
 2. Represent the membership of the Association and act on the best interest of the Association;
 3. Serve as a member of the Executive Board and the Executive Committee; and
 4. Plan, execute and host two Chapter meetings per calendar year as follows:
 - a. One meeting to be held in the winter of each year; and
 - b. One meeting to be held in the summer of each year.
- d. Term of Office
Installation of officers shall occur during a fall meeting of the Association. The term of office for all officers shall be for a period of two (2) years. The new officers shall assume their duties January 1.
- e. Vacancies
- i. A vacancy may exist in any office for the following reasons:
 1. Death;
 2. Resignation in writing;
 3. Physical inability to perform the duties of the office; and
 4. Removal from office for cause.
 - ii. In the event of a vacancy in an officer's position it shall be filled by automatic succession. If succession is not possible, vacancy will be filled by special election in accordance with the Bylaws.
- f. The Executive Board shall be the governing body of the Association and shall consist of the President, Vice-President, Secretary, Treasurer, immediate past President and one member appointed by the President to represent the Membership at large.
- g. The Executive Board shall:
- i. Manage the affairs and finances of the Association and take actions that will best serve the Association and its Members, serve with the same authority as the membership on matters which are beyond the authority of the President and occurring when the membership is not in session. All matters passed by this committee shall require a two-thirds majority vote of the committee members present;

- ii. Have the authority to expend or commit Association funds; and
- iii. May ask Committee Chairs to attend any of the Executive Board meetings as non-voting members.

V. COMMITTEES

- a. The standing committees are as follows:
 - i. Executive Committee;
 - ii. Budget and Finance Committee;
 - iii. Education Committee;
 - iv. Membership Committee;
 - v. Public Relations and Historical Committee;
 - vi. Awards and Scholarship Committee;
 - vii. Bylaws Committee;
 - viii. Legislative Committee; and
 - ix. Nominating and Elections Committee.

VI. MEETINGS

- a. A minimum of four business meetings shall be held per year, two of which will be held in conjunction with Association conferences.
- b. The President on his own motion may call special meetings of the Chapter. Any other officer upon approval of the Executive Board may call special meetings. Regular Members of the Chapter may, upon approval of the Executive Committee or upon presenting written approval of a majority of the regular membership, call for a special meeting of the Chapter.
- c. The President shall act as presiding officer at all meetings. In his absence, the Vice-President shall serve in the capacity of presiding officer. In the event of the absence of both the President and Vice-President, a member from the Executive Board shall be chosen by the members present to conduct the business session.
- d. The President, in consultation with the Executive Board, shall develop an agenda for each business meeting. This agenda, as approved or amended by the Executive Board at the beginning of each meeting, shall govern the order and content of business for the meeting. No items will be brought up for discussion or vote if they are not a part of the established agenda. All potential agenda items must be submitted in writing (electronically if possible) to the President thirty (30) days prior to each meeting.

VII. FINANCES

- a. Dues shall be assessed on an individual basis.
- b. Surplus funds at the end of each fiscal year shall be carried forward to the next fiscal year. The fiscal year of the Chapter shall be January 1 through December 31.
- c. A bank account for the Chapter shall be maintained with an FDIC insured financial institution located in the State of Georgia selected by the Treasurer. Said account shall authorize by signature the Treasurer or President to sign on the account.
- d. Dues not paid by January 31 of each calendar year are considered in arrears.
- e. Dues not paid within thirty days of registering for membership or for membership renewal, will be considered in arrears.

VIII. GENERAL

- a. These Bylaws can be amended only by the authorization of the membership of this Association by a two-thirds majority vote of members voting (present and absentees) as directed by the Executive Board and with acceptance of NIGP.
- b. Any revisions to these Bylaws shall be presented to the membership at least thirty (30) days prior to the meeting in which they are to be considered.
- c. The Operating Manual of the Governmental Procurement Association of Georgia shall further define the policies and procedures that shall govern the organization.