

CONSTITUTION

GRAND CANYON CHAPTER OF NIGP

ARTICLE I – GRAND CANYON CHAPTER

The name of this organization shall be the Grand Canyon Chapter of NIGP (National Institute of Governmental Purchasing, Inc.).

ARTICLE II – PURPOSES

The purposes of this organization are:

- Promote and encourage ongoing professional development and competence through continuing education, seminars, training and technical and certification of those engaged in the profession of public procurement;
- Promote cooperation, collaboration and understanding in the procedures followed by public procurement among public agencies and officials;
- Provide a professional networking forum for the exchange of ideas, guidance, research, and experiences among public procurement officials, including a local list serve available for electronic networking capabilities;
- Support and promote ethical public procurement;
- Support the principles and concepts of effective competition, increased public confidence and equitable treatment of all persons involved in public procurement;
- 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 public procurement profession; and to observe the purposes, aims and objectives of the National Institute of Governmental Purchasing.

ARTICLE III – MEMBERSHIP

The membership shall consist of Regular, Honorary, and Retired members.

Regular Membership: Regular membership in the Chapter shall be open to all public institutions, procurement and materials management personnel including federal, state, county, municipal and township activities, public school systems, colleges, universities, hospitals, commissions, authorities, and any other political subdivisions of Arizona; full time employees of NIGP member agencies provided they spend the majority of their time involved in purchasing or materials management functions; persons with full time employment in positions having a direct influence on the public procurement process, such as elected officials, department heads, and educators.

Honorary Membership: 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. Individuals may only hold Honorary Membership for a term of one year.

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Retired Membership: Retired membership may be conferred upon members of this Chapter upon his/her retirement from public procurement, although actively employed, and upon written request for such membership. Retired Members shall be entitled to vote and hold office and shall be exempt from payment of dues.

Admission: An applicant becomes a regular member upon acceptance of an application, payment of dues, and confirmation by the Membership Committee that he/she meets all eligibility requirements outlined in paragraph 1.

Revocation: The Board of Directors may revoke the membership of any person for nonpayment of dues, or for other just cause, including violations of the NIGP Code of Ethics. A person considered for membership revocation, except for nonpayment of dues, shall be provided written notice of the proposed action by the Board of Directors and is given opportunity to show cause as to why the membership should not be revoked.

ARTICLE IV – OFFICERS AND ADMINISTRATION

The following shall constitute the officers of the Chapter:

President
Vice President
Secretary
Treasurer

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 expenditure or commitment of Chapter funds, in an amount not to exceed that as approved by the Board of Directors, and shall counter-sign all Chapter checks issued on behalf of the Chapter.

Vice President: The Vice President shall develop and administer program content, selection criteria, nomination and selection pertaining to annual awards and scholarships, shall see that audit of financial records is performed, and performs such duties as are assigned by the President. The Vice President is authorized to sign or counter-sign Chapter checks and preside over meetings in the temporary absence of the President or Treasurer.

The Vice President shall coordinate the standing committees. The committees shall be responsible for the development and administration of procedures, criteria, and final selection of recipients for the annual Chapter awards.

Secretary: The Secretary shall maintain a written record of the proceedings of all meetings of the Board of Directors and of the Chapter, mail all notices of meetings and affairs of the Chapter to

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the members of the Chapter and to NIGP, and perform such other duties as may be assigned by the President or Board of Directors.

Treasurer: The Treasurer shall be responsible for the accounting of the funds of the Chapter, maintain a complete record of receipts and disbursements, and render a true and complete report relative to the affairs of the office at each meeting. The Treasurer shall prepare and sign all Chapter checks and deliver to the President or Vice President for counter-signature.

Board of Directors: The governing body of this Chapter will be an executive board called the Board of Directors, chaired by the President, consisting of the immediate Past President, Vice President, Secretary, Treasurer, and standing Committee Chairpersons. It shall be the duty of each member of the Board of Directors to attend each meeting of the Board of Directors. The Board of Directors shall control and manage the affairs and finances of the Chapter and shall have authority to take actions that will serve the best interests of the Chapter and its members.

The Chapter membership shall approve an annual Chapter Budget. The Board of Directors shall have authority to expend or commit funds within the limits of the Chapter Budget. Any expenditure or commitment of indebtedness that is not within the limits of the Chapter Budget, shall have approval in advance by two-thirds (2/3) majority vote of the membership at a regular meeting.

The fiscal year of the Chapter shall be July 1 through June 30.

ARTICLE V – NOMINATIONS AND ELECTIONS

The Nominating Committee and its Chairperson are appointed by the President. The Nominating Committee will recommend a slate of officers for membership vote at the March Chapter meeting. The slate of candidates will be announced to the membership thirty (30) days prior to the March meeting. Officers shall be elected at the April meeting from the slate of candidates presented by the Nominating Committee and any eligible and consenting member nominated from the floor. A simple majority vote of those regular members in attendance, and by absentee ballot, will be required for a candidate to win election. Votes by absentee ballot will counted in accordance with the Bylaws. The Nominating Committee, prior to the official vote, shall receive the Absentee vote.

The following officers shall be elected:

President
Vice President
Secretary
Treasurer

In the event of a vacancy in an officer's position, it shall be filled by automatic succession and a special election held in accordance with the Bylaws.

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No member of this Chapter shall be eligible for any office or directorship unless he/she has been a member of the Chapter, in good standing, for at least one year immediately preceding the election.

No two (2) members from the same agency may serve as officers at the same time.

ARTICLE VI – TERM OF OFFICE

The term of the office of all officers and directors shall commence on July 1 of each year. The term of office of all officers and directors shall be for a period of one (1) year, with the exception of the Past President who may be President for one (1) year and then serve on the Board of Directors the following year for one year only.

ARTICLE VII – VACANCIES

A vacancy may exist in any office for the following reasons:

- Death
- Resignation in writing
- Inability to perform the duties of the office
- Removal from the office for cause
 - The Board of Directors may, by a majority vote, vacate any office for cause whenever the Board of Directors shall determine that the incumbent is incapable of performing the duties of such office. The officer shall be given, by registered mail, written notice of any such proposed action of the Board of Directors together with a detailed statement of the reasons thereof at least thirty (30) days prior to removal action by the Board. The officer affected shall have the right to respond to such notice within twenty (20) days after receipt of such notice.

ARTICLE VIII – MEETINGS

The chapter shall meet regularly, at its discretion, no less than once annually. With reasonable notice, the President may call a special meeting if deemed necessary.

Annual Meeting: The purpose of the Annual Meeting shall be to elect officers, present an Annual Report and Financial Statement, and other transactions of business as shall be brought before it. Awards may also be presented.

Special Meetings: The President, on his/her own motion, may call Special Meetings of the Chapter. Any other officer, upon approval by the Board of Directors, may call Special Meetings. Regular members of the Chapter may, upon approval of the Board of Directors or upon

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presenting written approval of two-thirds (2/3) of the regular membership, call for a Special Meeting of the Chapter.

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 Secretary, to all members. Such notice shall be served to members no less than fifteen (15) days and no more than sixty (60) days prior to the meeting.

Quorum: For any meeting, a quorum shall consist of the majority of the membership present. Voting: Each Regular Member or Retired Member in good standing shall be entitled to one (1) vote. Except as otherwise provided by the Constitution or Bylaws of the Chapter, a majority of the votes cast by the membership at a meeting duly called shall be sufficient to take or authorize action upon any matter which may properly be brought before the meeting.

Authority: Except where inconsistent with these Bylaws, **Robert's Rule of Order** shall govern the conduct of the meetings of the Chapter.

Board of Directors' Meetings: The Board of Directors shall meet no less than once annually. The President may call Special Board of Directors Meetings if deemed necessary.

ARTICLE IX – COMMITTEES

Standing Committees: Standing Committees of the Chapter shall be as follows:

Finance Committee
Education / Certification / Awards Committee
Outreach Committee

Other committees may be formed at will.

Finance Committee: The Chairperson of the Finance Committee shall be appointed by the President. 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, financial analysis and statements; supervise, coordinate and review the Committee's budget proposals for the year. The Committee's Chairperson shall make periodic reports to the President on the status of the Committee's activities. The Treasurer shall be an ex-officio member of the Committee.

Education / Certification / Awards Committee: The Chairperson of the Education / Certification / Awards Committee shall be appointed by the President. The Education / Certification / Awards Committee's primary responsibilities are to plan, establish, and coordinate educational programs, subject to approval by the Board, which further the knowledge, expertise, and professionalism of the membership, such as organizing workshops and NIGP Seminars; and towards certification (CPPB and CPPO) of the Chapter members. The Committee Chairperson shall make periodic progress reports to the President on the status of the Committee's activities.

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Outreach Committee: The Chairperson of the Outreach Committee shall be appointed by the President. The Outreach Committee's primary responsibilities are to 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 Outreach Committee shall prepare, and submit to the President, an annual membership list of paid members in good standing, and include the year in the heading. This list should identify the members who are NIGP National members, and those who are Chapter members only. This list shall be accurate and effective as of January 1st 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. The Committee shall be responsible for collecting the membership dues, conveying dues to the Treasurer for deposit, and sending out delinquent notices where necessary.

The Outreach Committee is also responsible to inform the membership of Chapter cultural and educational activities, NIGP information notices, as well as social events. The Committee Chairperson shall make periodic reports to the President on the status of the Committee's activities.

Special Committees: From time to time, the President may appoint Special Committees. The Chairperson of such a committee shall keep the President advised at all times on the activities of the Committee and shall render such progress reports as required by the President.

ARTICLE X – FINANCES

Membership Dues: The Chapter shall receive annual dues from the membership. New members shall pay, in full, at the time of acceptance into membership.

Contributions and Gifts: The Chapter may receive financial contributions and non-vendor gifts in support of its activities. The financial receipts of the Chapter derived from sources other than membership dues may be retained for the support of the Chapter's activities.

Fund Raising: The Chapter may conduct fund raising functions to support its' activities. No person, officer, or member may in the name of the Chapter, solicit or receive gifts or contributions of any kind without the approval of the Board of Directors or from the President.

ARTICLE XI – AMENDMENTS

1. Time for Filing Proposals for Amendments: All proposals to amend, alter, or repeal any part of the Constitution and Bylaws must be submitted to the Membership thirty (30) days prior to the meeting that would consider the changing of same.
2. Amendments: At any business meeting of the Chapter, the Membership may, by two-thirds (2/3) majority vote, alter, amend, or repeal any part of the Constitution and Bylaws, adopt a

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new Constitution and Bylaws, or direct the Board of Directors to cause any provision of the Constitution and Bylaws to be altered, amended, repealed, or adopted. However, no provision of the Constitution and Bylaws to be amended would be inconsistent with the Chapter's status as a non-profit corporation under the laws of the State of Arizona or be in conflict with NIGP, nor would infringe on the rights of a third party. All Amendments or changes to the Constitution and Bylaws are subject to approval by NIGP prior to adoption.

ARTICLE XII – SEVERABILITY

If any Section of the Constitution and Bylaws are found to be unjust or unconstitutional, it shall not affect any other portion except as amended under Article XI, Section 1.

ARTICLE XIII – DISSOLUTION

In the event the organization is dissolved, the organization shall, after satisfaction of all debts to NIGP and other debtors, transfer its remaining assets, including money, securities, documents, files, and other property, in whatever form, to NIGP National. All such assets will be held by NIGP in the event of reactivation of the Chapter.

Dissolution: Dissolution of a Chapter is accomplished by three-fourths (3/4) of the Chapter members eligible to vote and certification thereof to the National Board of Directors.