

2/5/90 (Revised 7/23/91, Officers term changes to one (1) year)  
3/3/97 Revised  
4/22/98 Revised  
12/31/01 Revised  
01/14/04 Revised  
09/01/09 Revised  
03/06/14 Revised  
06/05/14 Revised  
03/05/15 Revised  
06/02/16 Revised  
12/05/19 Revised

**BYLAWS**  
**SOUTHEAST FLORIDA CHAPTER OF NIGP**

**ARTICLE I - MEMBERSHIP**

1. The membership shall consist of Regular, Honorary, Retired and Transitional memberships.
2. **Regular Membership:** Regular membership in the Chapter shall be open to (a) all public institutional procurement and material management personnel or a person with full time employment in a position having a direct influence on the public procurement process such as, department heads and educators (b) persons employed by a public entity (Federal, State, County, Municipal, Public school systems, Colleges, Universities, Hospitals, Commissions, Authorities and any other political subdivisions of Florida) located within Broward County, Palm Beach County, Miami-Dade County, Monroe County or other surrounding County as approved by the Board of Directors.
3. **Honorary Membership:** Honorary membership may be approved by the Board of Directors 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. A person, or sponsoring member requesting honorary membership status must apply to the Membership Chair. The Membership Chair shall report any honorary memberships granted at the next available Chapter membership meeting.
4. **Retired Membership:** Retired membership may be approved by the Board of Directors upon the retirement of a regular member from their pursuit of their livelihood through active employment. Professional purchasers, who retired before the establishment of the Chapter, may also be entitled to Retired Membership status. Retired members shall not be entitled to vote or hold office and shall be exempt from payment of dues. A person requesting retired membership status must apply to the Membership Chair. The

Membership Chair shall report any retired memberships granted at the next available Chapter membership meeting.

5. **Student Membership:** A degree seeking full-time student (as qualified by the registrar of an accredited college or university) who is currently taking courses in a public administration and/or procurement-related discipline and/or is actively participating in a college or university sponsored internship program with a public procurement office of a Chapter member agency. Students requesting student membership must apply to the Membership Chair and provide proof of eligibility by submitting a copy of the student's class schedule, or transcripts to date. Student memberships may be renewed annually with proof of eligibility. Students who graduate from an accredited college or university may renew their student membership for up to one year after graduation with proof of eligibility. Student members shall not be entitled to vote or hold office and shall be exempt from payment of dues. Individuals who are employed full-time in a public procurement office are not eligible to hold a student membership.
6. **Transitional Membership:** An individual member who has been a regular member for a minimum of one (1) year, who is no longer employed by a public entity and is actively attempting to obtain re-employment at a public entity, has the option of establishing a complimentary, six-month individual membership to allow continuation of non-fee based member benefits while seeking employment. A member requesting transitional membership status must apply to the Membership Chair within sixty (60) days of their date of termination of employment, for consideration of approval by the Board of Directors. This Transitional Membership can be extended upon approval by the Board of Directors. When a transitional member is re-employed with a public agency, the member must apply for regular membership within one (1) month.
7. **Admission:** An applicant becomes a regular member upon acceptance of the application, payment of dues, and confirmation by the Membership Committee that they meet all eligibility requirements. Membership shall be denied any applicant who fails to satisfy the eligibility requirements.
8. **Revocation:** The Board of Directors may revoke the membership of any person for non-payment of dues, or other just cause, including violations of the NIGP Code of Ethics. A person considered for membership revocation, except for non-payment of dues, shall be provided written notice of the proposed action by the Board of Directors and be given opportunity to show cause as to why the membership should not be revoked.

## **ARTICLE II - OFFICERS AND ADMINISTRATION**

1. The following shall constitute the officers of the Chapter:

President  
Vice-President  
Secretary  
Treasurer

2. **President:** The President shall exercise a general supervision over 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 President. The President shall be responsible for authorizing the expenditure or commitment of Chapter funds. Any expenditures in excess of \$1,000 not listed in the budget or exceeding a budgeted line item shall require the approval of the Board of Directors.
3. **Vice President:** The Vice President shall perform such duties as are assigned by the President, and, in conjunction with the Treasurer, prepare the annual budget for the following year. “Unless otherwise designated by the President, the Chapter Vice-President will be automatically appointed as Trade Show Chairperson.”
4. **Secretary:** The Secretary shall maintain a written record of proceedings of all meetings of the Board of Directors and of the Chapter, mail all notices covering meetings and the affairs of the association, keep meeting attendance records, maintain a Chapter mailing list, and perform such other duties as may be assigned by the President or the Board of Directors. The Secretary shall be an ex-officio member of the membership committee.
5. **Treasurer:** The Treasurer shall be responsible for the accounting of the funds of the Chapter, shall maintain a complete record of receipts and disbursements, and shall render a true and complete report relative to the affairs of the office at each meeting. The Treasurer shall prepare the annual chapter budget for the following year. The Treasurer shall be responsible for the collecting of the membership dues and Chapter sponsored seminar registration fees.
6. **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, the President, Vice President, Treasurer and Secretary. The Board of Directors shall control and manage the affairs and finances of the Chapter, and shall have authority to take such actions as will serve the best interests of the Chapter and its members.

At the first Board of Directors meeting of each calendar year, the Board will establish, for presentation to the general membership:

- a. The activities of the Scholarship Committee.
- b. The support of all government Co-Operative purchasing Groups in Broward and Palm Beach counties as per guidelines of Article IX.
- c. An itemized budget for the calendar year. The Board of Directors shall have no authority to expend or commit funds, or otherwise cause indebtedness of the Chapter to an amount in excess of the cash resources of the Chapter, unless such expenditures, commitment or indebtedness is approved in advance by the two-thirds vote of the membership in attendance at a regular meeting. Notice of the

question to be voted upon must have been included in the information sent to the members, regarding the meeting.

### **ARTICLE III - ELECTION OF OFFICERS AND DIRECTORS**

1. Officers shall be elected at the last regular meeting of the calendar year from a slate of candidates presented by the Nominating Committee or Chair and any eligible and consenting members nominated from the floor. A simple majority vote of those regular members in attendance will be required for a candidate to win election.
2. The following shall be elected:  
  
Vice President (To be President Elect)  
Secretary  
Treasurer
3. The incumbent Vice President shall automatically become the President without election provided that he/she remains a regular member in good standing. In the event of the incumbent Vice President's ineligibility or inability to assume the office of the President the nominating committee shall nominate a candidate for the office and the President shall be elected at the annual election.
4. The President shall submit the approved slate to the membership not later than 15 days prior to the meeting at which the annual election shall be held.

### **ARTICLE IV - TERM OF OFFICE**

1. The term of office of all officers and directors shall commence on January 1 of each year.
2. The term of office of all officers shall be for a period of one year with the presiding officer in each Board position reserving the right to serve for a second one year term.
3. The President, with confirmation of the elected officers shall appoint the chairpersons of all committees.

### **ARTICLE V - VACANCIES**

1. Officers vacancies shall be filled for the unexpired term of the office by a special election at a regular meeting following the occurrence of the vacancy, in accordance with the procedures of Article I, Section I of the By-Laws, except that the Vice President shall assume the duties of President in the event the office of President becomes vacant.
2. The Nominating Committee shall immediately convene upon notice of a vacancy and prepare a slate of candidates, notice of which shall be provided to the membership prior to the special election, which shall take place at the next available regularly scheduled meeting or special meeting called by the President.

## **ARTICLE VI - DUES**

1. Dues will be assessed members on an individual basis.
2. Upon recommendation of the Board of Directors, the amount of dues is to be approved by majority vote of a quorum of members in attendance at a regular meeting.
3. Dues for regular members will be annually assessed on a calendar year basis, commencing on January 1 and ending December 31 of each year. Dues shall not be prorated.
4. Dues shall be payable in advance, upon receipt of invoice.
5. Membership in the Chapter of a person whom payment of dues is 90 days in arrears may be revoked by the Board of Directors upon written notice, effective on the date of the notice. Membership will be reinstated upon payment of delinquent dues.
6. Memberships are transferable on the following conditions:
  - a. **When paid by the Agency: Regular** memberships paid by an agency are transferable within the agency upon the request of the agency's highest ranking procurement official to the Membership Chair.
  - b. **When paid by the Individual:** Regular memberships paid by an individual are transferable from one agency to another agency upon the request of the individual to the Membership Chair.

## **ARTICLE VII - FUNDS**

1. A bank account for the Chapter shall be maintained by the Treasurer. All funds of the Chapter shall be deposited from time to time to the credit of the Chapter in such bank, trust or other depositories as the Board of Directors may select. All checks, drafts or other orders for the payment of money, notes or other evidences or indebtedness issued in the name of the Chapter shall be signed by the President or Vice President or Treasurer. Before a check, draft or other order can be issued, a Payment Request form must be submitted and authorized by the President and Treasurer or the Vice President and Treasurer.

## **ARTICLE VIII - MEETINGS**

1. The Chapter shall meet, at its discretion, no less than once every three months. The date and location is to be determined by the Time and Place Committee upon approval of the Board of Directors. The President may call a special meeting at any time he or she deems necessary.
2. The President may hold meetings as needed with the Board of Directors and Committee Chairs.

## **ARTICLE IX - COMMITTEES**

1. The Chairperson for each committee shall be appointed by the incoming President not later than 30 days after he/she assumes office. The Chairperson of each Committee shall serve on the Board of Directors for the period he/she fills that position, *subject to the review and approval of the Board of Directors.*

2. **Duties and Responsibilities of Committees:**

**Audit Committee:**

Review the Treasurer's records annually and report the results of the findings to the President. This includes verifying the accuracy of checking and savings account records with the review of checks issued and payments received.

**Awards Committee:**

Responsible for the preparation of application and submission for the NIGP Chapter Award. Publishes and oversees Buyer and Manager of the Year award for the Chapter and submission of awardees to NIGP. Prepares and presents award recognition certificates for Committee Chairs and Board.

**By-Laws Committee:**

Reviews the By-laws to gain familiarity and amends as needed with a quorum of regular member approval. Brings a copy of the By-Laws to each Chapter meeting as a reference.

**Communications:**

Informs the membership of the Chapter on cultural, educational and social events and shall prepare, edit, and publish such announcements by use of the Chapter Website and email notifications. This committee shall write and send articles on achievements of the Chapter and its members to local newspapers and NIGP and submit for including on the Chapter Website. President to determine frequency of updates to the Chapter Website and format for approval and editing by the Board of Directors.

**Historian/Photographer:**

Documents the Chapter activities photographically and preserves them via electronic storage for use on Chapter website.

**Legislative Affairs:**

Informs membership of recent legislation affecting purchasing professionals on the local, state and federal level.

**Membership/Directory:**

Responsible for increasing the membership in the Chapter and shall organize an effective recruitment program and prepare materials for distribution to prospective members. This committee shall work with the Secretary, who shall be an ex-officio member. The Membership Chair shall report to the Secretary and delinquent dues for proper notification. The Secretary will send out dues notices, having the money sent to the Treasurer. Receives

membership dues applications from Treasurer, prints and mails membership certificates, updates Membership List which is also given to the Secretary for mass electronic mailings to the membership, sends new member information packets, updates Member information on the website.

**Nominating Committee:**

The Nominating Committee shall consist of at least one regular member in good standing and shall be appointed by the President. The committee shall consider and evaluate recommendations from the membership regarding potential candidates for the three offices (Vice President, Secretary, Treasurer) and shall submit a slate of eligible nominees to the President in adequate time to be circulated to the membership. The Nominating Committee shall convene at such times as necessary to develop a slate of eligible candidates to fill positions of officers caused by vacancies.

**Professional Development Committee:**

Responsible for the planning, development, and implementation of programs that further the knowledge and expertise of public purchasing personnel, including, but not limited to, educational seminars and courses, certification testing for public purchasing personnel, and pre-test review sessions. Prepares Professional Development Registration forms which shall be distributed to the Chapter members via the newsletter and the website. The committee shall be responsible for accepting reservations for the seminars, collecting seminar fees, and turning over funds collected to the Treasurer. This committee shall also be responsible for notifying the Secretary of awards, honors, certifications, and promotions received by members of the Chapter. Additionally, responsible for appointing an on-site Chapter liaison to each seminar, this liaison shall bring items required for the continental breakfast, provide administrative and logistical support, and correct any problems that may occur and help the instructor as needed.

To encourage agencies to host educational programs, effective January 1, 2018, the SEFLNIGP Board will pay the registration fee for one person to attend the program being conducted. To claim the courtesy attendance, the hosting agency must request approval for the employee attending and submit to the Professional Development Chair prior to date of program. The class must be confirmed with sufficient attendees.

To provide for payment of the courtesy registration fee for the agency hosting the program, with the approval of the Professional Development Chair, the Treasurer shall reimburse the agency for the class or pay for the class registration with the Chapter P-Card if the agency prefers.

**Program Committee:**

Responsible for planning and arranging programs for the Chapter's regular meetings, including topics of interest, arranging for speakers, and audio visual aids.

**Reverse Trade Show Committee:**

Responsible for the planning, developing, and implementation of the Chapter sponsored Reverse Trade Show. Duties include site selection, marketing program, event format, management of registration and outreach to public purchasing professionals to participate.

**Scholarships Committee:**

Responsible for reviewing and approving scholarship applications and authorizing reimbursement of funds in accordance with the by-laws.

**Strategic Planning Committee:**

Responsible for updating the NIGP Strategic Planning Initiatives and Mission of the Southeast Florida Chapter. The committee will review and update the Strategic Plan initiatives each year, to best respond to the needs of the Chapter. The committee shall also survey the members of the Southeast Florida Chapter each year to understand their needs and requirements.

**Time & Place Committee:**

This committee shall have the responsibility of arranging meeting locations and providing breakfast items and arranging lunch. The committee shall be responsible for accepting reservations for the meetings, collecting meeting fees, and forwarding collected funds to the Treasurer.

**Website Liaison:**

Responsible for Chapter website to provide information about the organization to members, potential trade show attendees and provide resources and links to related sites for its members. The website liaison serves as the primary point of contact for information to be included on the website, assures the content of the website is current and complete and oversees maintenance, design and administration of the website.

3. The President may appoint such other committees for such term, as he/she deems appropriate.

**ARTICLE X – SCHOLARSHIPS**

1. The scholarship program will provide funding for members to further the development of their procurement skills and professionalism. The scholarship program shall be administered by the Scholarship Committee and will be a reimbursement program. The Scholarship Committee shall present to the Board of Directors a recommended budget to fund the scholarship program for each fiscal year. The scholarship program shall utilize an application process. The Scholarship Committee shall obtain Board of Directors approval of the application utilized for the scholarship program for each fiscal year. Scholarship application shall include but not be limited to identifying eligibility requirements of applicant, maximum amount a single scholarship shall be awarded for, types of procurement related training/ programs/educational material that are eligible for reimbursement and required documents to support reimbursement to the applicant.



## **ARTICLE XI - SUPPORT OF COOPERATIVE PURCHASING**

1. Funding may be made available for the support of any Government Co-Operative Purchasing Group in Broward or Palm Beach counties that submit a written request to the Board of Directors for approval as per Article IV, Item 6.3 This written request must contain:
  - a. The use to be made of the funds (i.e. printing costs, trade show participation, etc.).
  - b. The goal of the activity.
  - c. The amount requested.

## **ARTICLE XII - PROCEDURES**

1. A quorum at a Board meeting or an item requiring Board of Directors approval shall consist of a minimum of 3 Board positions, including the President, with a simple majority. The President shall vote to break all tie votes.
2. A Quorum at any regular meeting shall consist of a vote of two-thirds of the members present.
3. Robert's Rules of Order shall govern all meetings of the Chapter.

## **ARTICLE XIII - AMENDMENTS**

1. The bylaws may be amended by a vote of two-thirds of the members present and voting at a meeting at which a quorum is present in person or by proxy, provided that any proposed amendment must be submitted to the membership at least 30 days before the meeting at which it will be subject to a vote.
2. No provision of the By-Laws can be amended in a manner that would be inconsistent with the Chapter status as a nonprofit organization under the laws of the United States, the State of Florida, or in conflict with NIGP.