



**CAROLINAS ASSOCIATION OF GOVERNMENTAL PURCHASING  
BOARD OF DIRECTORS  
ADMINISTRATIVE PROCEDURES**

**I. ELECTIVE OFFICERS**

**PRESIDENT**

- (1) Calls meeting of the officers, board members and committee chairpersons as an executive committee for the purpose of conducting the business of the Association. Only Officers, Board Members and Board of Directors Appointees have voting rights on official chapter business. The President may limit meetings to officers and board members (Board of Directors meeting).
- (2) Notifies all executive committee members in advance of the date and time of the executive committee meetings and the items to be discussed.
- (3) Presides at all meetings when present.
- (4) Appoints committee chairpersons as needed. Current committees are:

**President Appointments**

Legislative  
Newsletter  
Professional Development  
Bylaws  
Future Directions & Evaluation  
Conference  
Historian  
South Carolina Liaison

**Board of Director Appointments**

Treasurer  
Registrar  
Membership Chairperson  
Site Selection Chairperson  
Vendor Relations Chairperson  
Webmaster

**Immediate Past President**

(Nominating Committee Chairperson)

- (5) Reviews and updates these Administrative Procedures at the end of his/her term of office.
- (6) Provides copies of the Administrative Procedures to the officers and committee chairpersons at the beginning of his/her term as President.
- (7) Serves as ex-officio of Association conference committees during his/her tenure.
- (8) Represents the association at all meetings of N.C. League of Municipalities, NIGP, NPI, and other organizations as approved by the Board of Directors.
- (9) To ensure compliance with NIGP requirements, the President, Vice President and either the Secretary or Treasurer shall hold an NIGP Agency or Individual Membership.
- (10) Has voting rights at all Board of Directors meetings.



## **VICE PRESIDENT**

- (1) Presides at all meetings when the President is absent.
- (2) Prepares himself/herself to assume the presidency of the Association the following year.
- (3) Assists and lends guidance to any of the Association's committees as necessary.
- (4) Represents the Association at any function the President is unable to attend as approved by the Board of Directors.
- (5) Serves on conference committees to insure that courses offered are of interest to all the Membership.
- (6) Ensures that an annual audit of CAGP financial records is conducted at the close of the calendar year and reports findings by letter to the Board of Directors at the Spring Conference.
- (7) To ensure compliance with NIGP requirements, the President, Vice President and either the Secretary or Treasurer shall hold an NIGP Agency or Individual Membership.
- (8) Has voting rights at all Board of Directors meetings.

## **SECRETARY**

- (1) Keeps minutes of all meetings of the Board of Directors and general business meetings and presents same for approval at the next meeting, including in the year the Secretary relinquishes his or her duties.
- (2) Conducts the official correspondence of the Association and keeps records of same.
- (3) Prepares and distributes the minutes of each Board of Directors meeting and general business meeting to members of the Board as soon as possible after each meeting.
- (4) Makes minutes of the prior general business and any Board of Directors meetings available to all members at the registration desk prior to the beginning of each conference, and distributes additional copies at the general business meeting.
- (5) Insures that the permanent minutes maintained by the Association includes a roster of all conference attendees, a financial report as presented by the Treasurer, and any other written reports presented to the Board of Directors or general membership.
- (6) To ensure compliance with NIGP requirements, the President, Vice President and either the Secretary or Treasurer shall hold an NIGP Agency or Individual Membership.
- (7) Has voting rights at all Board of Directors meetings.



## **II. APPOINTIVE OFFICERS**

### **TREASURER**

- (1) Receives all money due the Association for safekeeping; deposits same as soon as possible after receipt in an account of the Association; dates all bank deposits and maintains receipt of all deposits.
- (2) Pays all bills promptly. All disbursements, other than those made by Association credit card or Association purchasing card, shall be made only after receipt of an approved voucher, invoice, receipt or billing.
- (3) Keeps an itemized account of all receipts and disbursements.
- (4) Presents a written financial report at each executive committee and general business meeting listing the principal transactions since the last meeting and all current funds on deposit.
- (5) Invests the funds of the Association in order to maximize earnings while maintaining adequate operating capital, after approval of the Board of Directors.
- (6) Promptly reconciles all bank statements upon receipt.
- (7) Retains financial records including bankbook, invoices, cancelled checks and other pertinent reports for a minimum of five years.
- (8) Insures that all association business is conducted within the current IRS guidelines.
- (9) Insures that all association checking and savings accounts have the proper documentation to allow another Board of Directors member to access funds in event of illness or death.
- (10) Insures that the 990 Tax Form – Return of Organization Exempt From Income Tax is filed annually.
- (11) Orders flowers for members who have a death in the immediate family when known. This includes Spouse, Mother, Father, Child, Stepchildren.
- (12) To ensure compliance with NIGP requirements, the President, Vice President and either the Secretary or Treasurer shall hold an NIGP Agency or Individual Membership.
- (13) Has voting rights at all Board of Directors meetings.

### **REGISTRAR**

- (1) Reviews registration of members for Association sponsored conferences, professional development programs, and other Association sponsored events.
- (2) Receives and/or reviews all registration monies (registration fees, guest meals, t-shirts, etc.)



noting records of each receipt and forwarding a copy of records and all monies to the Treasurer.

- (3) Keeps a detailed record of all attendees of Association Conferences and verifies attendance for purposes of CLGPO certification points. This includes a separate list of first timers and new members.
- (4) Keeps detailed records of the number of people attending each conference, count for each meal, and each specific function.
- (5) Keeps detailed records of each member's professional certification title and denotes it wherever applicable.
- (6) Sets up and staffs registration desk at Association Conferences, including having available name badges with pertinent information, handouts, and packages, greeting attendees and vendors, and being available for questions and assistance.
- (7) Posts all meeting notices and registrations on the CAGP website.
- (8) Reports to the Association at general membership meetings on activities since the previous meeting.
- (9) Has voting rights at all Board of Directors meetings.

## **MEMBERSHIP CHAIRPERSON**

- (1) Chapter membership fees become due on January 1 of each year. The membership chairperson invoices members in November of each year for the following calendar year dues and is authorized to collect said dues and acknowledge membership on behalf of the Association.
- (2) Submits to the Treasurer all membership dues collected at the end of the month and at any other time when total funds received are sufficient to warrant deposit in the Association's account, along with a list of members from whom the dues were received.
- (3) Maintains the official membership directory on the Association website.
- (4) Holds a new members or first timers orientation session at each conference.
- (5) Solicits new members.
- (6) Ensures all reports required by NIGP are submitted in a timely fashion.
- (7) Reports to the Association at general membership meetings on committee activities since the previous meeting.
- (8) Has voting rights at all Board of Directors meetings.



## **VENDOR RELATIONS CHAIRPERSON**

- (1) Solicits vendors to exhibit at Association Conferences.
- (2) Coordinates vendor setup in Vendor Exhibition area.
- (3) Is a permanent member of all Conferences that have a Vendor Exhibition as Vendor Relations Chairperson.
- (4) Establishes conference exhibit rates.
- (5) Solicits vendors to sponsor the CAGP website.
- (6) Reports to the Association at general membership meetings on committee activities since the previous meeting.
- (7) Has voting rights at all Board of Directors meetings.

## **SITE SELECTION CHAIRPERSON**

- (1) Periodically surveys the membership to determine its choice of locations for Association Conferences; reviews the survey responses and reports the results to the Board of Directors. After Board notification and approval, begins to work to solicit proposals from hotel properties in the chosen areas based on the Association's needs and desires.
- (2) As necessary, arranges to make a site visit to various properties in the chosen locations to determine the hotel's suitability to the Association's needs; makes an evaluation and written recommendation to the Board of Directors.
- (3) Upon reaching a decision on the specific property, the decision is then passed on to the general membership, either at the next general meeting or by newsletter.
- (4) Reports to the Association at general membership meetings on committee activities since the previous meeting.
- (5) Has voting rights at all Board of Directors meetings.

## **WEBMASTER**

- (1) Responsible for keeping and maintaining the website of the Association.
- (2) Coordinates posting of communications on the CAGP website and for the performance of such other duties as are appropriate to the office or are prescribed by the Board of Directors.
- (3) Reports to the Association at general membership meetings on activities since the previous meeting.



- (4) Has voting rights at all Board of Directors meetings.

### **NOMINATING COMMITTEE CHAIRPERSON**

- (1) Selects full slate of nominees and receives their approval to have their name placed in nomination; presents nominees to general membership, conducts nomination process.
- (2) Publishes the names of nominees in the Association's newsletter prior to the Spring Conference.
- (3) Accepts nominations from the general membership.
- (4) Submits an article on outcome of the election to the Association's newsletter editor for inclusion in the next edition of the newsletter.
- (5) By custom, the past president chairs the nominating committee, and appoints members to assist in presenting a slate of officers and board members as needed.
- (6) Solicits a responsible association leader or guest to administer the oath of office to each officer and board member at the Spring Conference.
- (7) Reports to the Association at general membership meetings on committee activities since the previous meeting.
- (8) Has voting rights at all Board of Directors meetings.

## **III. COMMITTEES**

### **CONFERENCE COMMITTEE**

- (1) Develops program topics for conference; secures speakers, entertainment, and selects menu for all group meals. Presents program outline and proposed registration costs to Board of Directors for approval prior to distribution of announcements.
- (2) Submits proposed agenda to the School of Government and CLGPO Chairman for approval of instructional hours eligible for CLGPO points credit.
- (3) Both before and after the conference, submits articles about the conference to the Association's newsletter editor.
- (4) Co-responsible with the Site Selection Chairperson to insure the conference is held in an adequate facility; investigates possible conference sites with the Site Selection Chairperson, including cost, availability of meeting rooms, etc.



- (5) Appoints CAGP members to his/her conference to assist in the conference program. Each committee should comprise of at least one (1) member from each segment of the Association's membership, i.e., City, County, Schools, Utilities, Medical Centers, etc. Current needs are committee chairpersons for speakers, entertainment, registration, roundtables and leisure activities.
- (6) Insures that purchasing officials who are CAGP members in the City the conference is held are asked to be a part of the conference committee.
- (7) Attends all Board of Directors meetings when requested.
- (8) Reports to the Association at general membership meetings on committee activities since the previous meeting.

### **NEWSLETTER COMMITTEE**

- (1) Publishes and distributes a quarterly newsletter for the Association.
- (2) Reports to the Association at general membership meetings on committee activities since the previous meeting.
- (3) Coordinates with President, Membership Chairperson, CLGPO Committee Chairperson, and others as needed to publicize and promote CAGP conferences and events, and the accomplishments of individual Association members.

### **LEGISLATIVE COMMITTEE**

- (1) Reports to the membership on all bills introduced and/or passed by the Legislature having to do with or affecting purchasing.
- (2) Lobbies the legislature and N.C. League of Municipalities on pending legislation that affects purchasing; corresponds with legislature and N.C. League of Municipalities on the CAGP's position on pending legislation after approval and direction from the Board of Directors.
- (3) Reports to the Association at general membership meetings on committee activities since the previous meeting.

### **PROFESSIONAL DEVELOPMENT**

- (1) Plans and develops purchasing schools and educational programs in conjunction with the School of Government and NIGP.
- (2) Both before and after the schools, submits articles on the schools to the Association's newsletter editor.



- (3) Represents the CAGP in professional development areas on a local and national level as approved by the Board of Directors.
- (4) Plans and coordinates regional seminars in conjunction with the School of Government.
- (5) Reports to the Association at general membership meetings on committee activities since the previous meeting.

## **BYLAWS**

- (1) Coordinates changes to the Association's bylaws as recommended by officers and members.
- (2) Presents recommended Bylaw changes to Board of Directors for consideration, approval, and recommendation to the Association.
- (3) Presents approved recommended Bylaw changes to the general membership, and conducts the voting process.
- (4) Publishes Bylaws after all approved changes and maintains association files on bylaws. Transfer Association bylaws to next committee chairperson after leaving office.
- (5) Reports to the Association at general membership meetings on committee activities since the previous meeting.

## **FUTURE DIRECTIONS & EVALUATIONS**

- (1) Develops evaluation surveys for each conference and schools.
- (2) Solicits evaluations from conference and school attendants on each session and the overall conference or school.
- (3) Prepares report summarizing evaluations received at the close of each conference and sends to each board member and the next spring and summer conference chairperson within two (2) weeks of the close of the reporting conference. This insures that any problems with conference(s) are addressed as soon as possible.
- (4) Reports to the Association at general membership meetings on committee activities since the previous meeting.

## **CAGP HISTORIAN**

- (1) Maintains records of CAGP conference locations, conference sites, conference chairperson, and announcements and brochures of each conference.
- (2) Serves as a backup or assistant for the CAGP Secretary in the event the Secretary cannot





attend meetings; keeps a second record of all CAGP correspondence, meetings minutes, Treasurer's reports, and any other written report to members or Board of Directors.

- (3) Maintains records of permanent addresses of all CAGP lifetime and honorary members send announcements and official CAGP correspondence to the lifetime and honorary members.
- (4) Transfers records to his/her replacement after the Spring Conference when he/she leaves office.
- (5) Responsible for inviting recent retirees to Spring Conference to be presented with retirement gift; responsible for providing the retirement gift.
- (6) Maintains and updates historical information online.
- (7) Reports to the Association at general membership meetings on committee activities since the previous meeting.