2. CHAPTER AFFILIATES

Scope

These policies cover the formation of chapter affiliates, chapter assessment fees, approvals, and Chapter Bylaws

Governing References

• NIGP Bylaws - Article VII sets forth the organization and authority of NIGP Chapter Affiliates.

• These Governing Board-adopted policies are supported by Chapter Affiliate practices which provide greater details on processes. The practices shall be developed and modified by the Chapter Ambassador Committee and approved by the Member Council in its best interest.

General

Pursuant to Article VII, Chapters, Section 1 of the NIGP Bylaws, Chapters may be organized to promote the accomplishment of the Institute’s purposes.

A. Formation and Charter

Any group of public procurement officials who represent a minimum of five (5) NIGP-member agencies and who are desirous of forming a chapter of the Institute shall execute a petition in the form prescribed for this purpose. The NIGP Chapter Formation Guide (Appendix B) shall contain Chapter petitioning requirements, documents, and procedures as approved by the NIGP Member Council.

The petition to charter a new chapter affiliate shall be presented to the Member Council for approval prior to the scheduling of a chartering ceremony.

The NIGP Member Council shall authorize the allocation of start-up funds to each new NIGP Chapter. Said funds will be provided at the time of the official charter. Also, NIGP will pay up to $500 for the chapter to become incorporated as well as pay for the Chapter General Liability Insurance on a yearly basis.

A group of Individuals shall also have the option to become a branch of an established NIGP Chapter. The NIGP Chapter Formation Guide shall contain the process in which they are established.
B. Institute Accountability

NIGP will not be accountable or responsible for any financial commitments or obligations of the Chapters.

C. IRS Exemption

All NIGP chapter affiliates operating in the United States shall attain exemption as a not-for-profit organization from the U.S. Internal Revenue Service (IRS). Such requirements will provide uniformity in complying with IRS requirements, reduce/eliminate a federal tax burden, and provide legal protections for the governing boards of the chapter.

NIGP will provide technical, legal and financial assistance to any chapter affiliate wishing to apply under NIGP’s group exemption. If a chapter affiliate decides not attain exemption under NIGP’s group policy, the chapter shall submit a determination letter from the IRS indicating that it has been exempted from federal taxation.

D. Annual Reporting Requirements

The Member Council shall determine the reporting requirements, timelines, and related assessment fees. Such determinations shall be recorded in the Chapter Affiliate Practices Manual and shall be communicated to the Chapter President at a minimum of ninety (90) days prior to the effective date of the new reporting period.

To be considered a chapter in good standing all required forms or documentation must be submitted by the appropriate deadlines. If a chapter fails to submit all of the requisite reports for more than three (3) months following the deadline, the Member Council will be notified of the deficiency and shall determine whether to revoke the chapter charter in the best interests of the Institute.

E. Chapter Assessment Fee

The Finance Council shall formulate a schedule of and levy annual dues; subject to budget ratification by the Governing Board.

To be considered a chapter in good standing, the Chapter assessment fee shall be paid within sixty (60) calendar days of the invoice date. If a chapter fails to pay its assessment fee within one-hundred, twenty (120) calendar days of the invoice date, the Member Council will be notified of the deficiency and shall determine
whether to revoke the chapter charter in the best interests of the Institute.

F. Chapter Bylaw Modifications

Any modifications to the chapter’s Bylaws shall be submitted to the Chief Executive Officer or designee prior to voting on and approval of the chapter membership. This review is intended to ensure that the modifications are consistent with NIGP’s organizational policies.

If the bylaws are determined that such revisions are inconsistent with NIGP’s organizational policies, the Chief Executive Officer or designee shall attempt to resolve the issue with the affected chapter’s Board of Directors. If resolution is not achieved, the Chief Executive Officer or designee shall inform the Member Council of the inconsistency(ies) in writing and the Member Council shall take official action in the matter.

G. Chapter Officers

The Chapter’s President, Vice President, Treasurer, and Secretary shall be required to hold a current NIGP Agency or Individual membership at all times during the duration of the officer term. If, during discovery, it is determined that a chapter is not in compliance with this requirement, the Chief Executive Officer or designee will notify the chapter president, in writing, of the deficiency and the chapter will have a maximum of sixty (60) days from the date of the notice to rectify the situation. If a chapter fails to correct the deficiency within one-hundred, twenty (120) calendar days of the notice, the Member Council will be notified of the deficiency and shall determine whether to revoke the chapter charter in the best interests of the Institute.

H. Chapter Revenue Sharing and Discounts

NIGP chapter affiliates are encouraged to promote Institute membership and support Institute products and services. In exchange for this promotion and support, the Finance Council shall define the value of the various rebates identified below:

1. NIGP provides a rebate to chapters that successfully encourage chapter members to apply for, and become, new Agency or Individual Members of the Institute.

2. NIGP provides a revenue-sharing rebate program to chapters that host in-person educational programs offered by the Institute. The current chapter president shall execute a Chapter Seminar Agreement which stipulates the
terms and conditions of this partnership.

3. NIGP provides group discounts to chapters that wish to send multiple attendees to the annual NIGP Forum and Products Exposition.

I. Chapter Visit Policy

1. The Chapter Visit Program will be provided by members of the Chapter Ambassador Program.

2. All NIGP chapters shall be organized by geographical area with at least two individuals of the Ambassador Program representing each area.

3. Each Chapter is entitled to an official visit at least once every two years by an Ambassador. Chapters shall complete a Chapter Visit Request Form to provide details of the event to NIGP and NIGP staff shall work with the Ambassador to schedule a visit. Each chapter shall also be asked to complete a Visit Feedback form to evaluate the Ambassador on his/her visit.

4. All expenses allowable by Board policy and incurred via the Chapter Visit Program will be paid by NIGP if funding is allocated in conjunction with the annual budget appropriation.

J. Inactive Chapter Status and Reinstatement

1. The Board of Directors of a NIGP Chapter may, by majority vote, request to the Chief Executive Officer or designee that the Chapter be re-classified into an inactive status for a specified period of time.

2. If granted by the Chief Executive or designee, the Chapter shall continue to receive communications and limited staff support but shall not be required to pay a chapter assessment fee during this period.

3. When a chapter decides to reinstate their status as an active chapter, the Chapter must meet the minimum requirements for forming a chapter to include the identification of officers and the submission of governance documents. A petition to reinstate a Chapter shall be reviewed and approved by the Chief Executive Officer or designee.

K. Chapter Dissolution and Revocation

1. Revocation: Revocation of a chapter charter is accomplished by the Member Council by vote of two-thirds (2/3) of the entire Council
membership. Revocation shall be based on non-compliance with policies stipulated in this section. Any officer of a chapter may appeal a decision by the Member Council to revoke the chapter charter by petitioning the Governing Board. The Governing Board shall hear the appeal, assess the evidence, and render a decision which shall be final and binding.

2. Dissolution: Dissolution of a chapter is accomplished by three-fourths (3/4) of the chapter members eligible to vote and certification thereof to the Member Council.

3. Reinstatement: Reinstatement of a chapter charter may be accomplished upon written request to the Chief Executive Officer or designee and favorable vote of a majority of the voting members on the Member Council.

4. In the event a chapter charter is revoked or a chapter is dissolved, the Chapter President or Treasurer shall, after satisfaction of all debts to NIGP and other debtors, designate all residual funds to:

   a. The NIGP General Operating Fund;
   b. The Lewis E. Spangler Professional Development Foundation; or
   c. Another NIGP Chapter affiliate.

5. Within sixty (60) days of receipt of the official letter of revocation or dissolution from NIGP, whichever is applicable, the Chapter President or Treasurer shall transfer all properties and documents of the chapter to the Chief Executive Officer or designee. All properties will be held at the Institute’s offices for a minimum period of five (5) years in the event of re-activation of the chapter.