

## **1. MEMBERSHIP**

### **Scope**

These policies cover classifications and benefits of membership, membership fees, and termination provisions.

### **Governing References**

- NIGP Articles of Incorporation - Article 9 stipulates that membership provisions will be set forth in the Bylaws.
- NIGP Bylaws - Article I sets forth classifications, conditions, meetings, and termination of membership.
- These Governing Board-adopted policies are supported by Membership practices which provide greater details on processes. The practices shall be developed and modified by the Member Council in its best interest.

### **A. Membership Classifications**

The NIGP Member Council (hereinafter referred to as Member Council) is responsible for establishing eligibility and conditions for agency and individual membership. Member classifications fall into three categories:

1. Active Members (Public agency and individual)
  - a. Active Agency membership is open to:
    - (1) Federal/central government public agencies
    - (2) State and provincial public agencies
    - (3) County public agencies
    - (4) City and municipal public agencies
    - (5) Publicly funded schools
    - (6) Publicly funded institutions of higher learning
    - (7) Publicly funded commissions and boards
    - (8) Publicly funded hospitals or institutions
    - (9) Public authorities
    - (10) Public utilities

- b. Active Individual membership is open to individuals who are currently employed by a public agency as listed above but either the agency is not a member or has elected not to include the individual on their membership roster.
2. Associate Members (individuals):
- a. *Retired Members* who are retired from a public procurement agency. For purposes of this classification, “retired” shall be defined as retired from a public purchasing organization with retirement benefits;
  - b. *Transitional Members* who were at one time covered under an active agency membership but have subsequently separated from employment and are seeking another procurement-related position in the public sector;
  - c. *Lifetime Members* who have retired from public service after holding a minimum of twenty (20) years of membership in the Institute;
  - d. *Honorary Members* who meet the requirements of a retired member and have either:
    - (1) Served the Institute as a President or Governing Board Chair;
    - (2) Served the Institute as Chief Executive; or
    - (3) Received the designation as a Fellow of NIGP – having received the Albert H. Hall Memorial Award.
  - e. *Former Public Procurement Professionals* (FPPPs) who were, at one time, employed in the public sector in a procurement-related function but are no longer employed in the public sector. Former Public Procurement Professionals are entitled to this Associate Member status for a maximum period of twenty-four (24) months after separation from the public sector.
  - f. *Full-Time Students* (as qualified by the registrar of an accredited college or university) who are taking courses in a public administration and/or procurement-related discipline;
  - g. *Faculty* of a university or college who are teaching courses and/or conducting research in a public administration and/or procurement discipline;
  - h. *Procurement Professionals* employed by *non-publicly funded organizations* that follow public procurement practices; or

- i. *Procurement Professionals* employed by private sector firms that are specifically *contracted by a public entity* to perform procurement functions.
  - j. Other public, tax supported institutions
3. Affiliate Members (agency and individual)
- a. Business partners that have entered into a formal relationship with the Institute to develop and deliver products, services and solutions to the membership as authorized by the Chief Executive; or
  - b. Collegial associations; as determined by the Chief Executive

## **B. Membership Benefits**

The NIGP Member Council is responsible for defining member benefits and for determining which benefits should be extended to members based on their classification:

- 1. Member Benefits for Active Members
  - a. Active members are entitled to all privileges and benefits including:
    - (1) Access to all resources available in the members-only section of the NIGP website;
    - (2) Member discounts on activity and event fees where applicable;
    - (3) Serving on boards, committees, task forces, and councils if qualified; and
    - (4) Voting on NIGP matters that come before the membership as applicable
  - b. Benefits to specific employees of an active agency shall be determined by the agency's representative.
    - (1) Each member agency shall appoint a professional currently and directly involved with the public procurement profession to serve as the Agency Representative.

- (2) This Agency Representative shall determine which employees of the agency are entitled to receive member benefits. A fee shall be assessed for each additional employee in accordance with a fee schedule established by the NIGP Finance Council and approved by the NIGP Governing Board in conjunction with the annual budget.
- (3) The Agency Representative may add or delete employees from the agency roster from time to time based on a process defined by the Member Council in the Institute's Practices Manual.

**2. Member Benefits for Associate and Affiliate Members**

**a. Associate members are entitled to:**

- (1) Access to all resources available in the members-only section of the NIGP website;
- (2) Member discounts on activity and event fees where applicable, and
- (3) Serving on boards, committees, task forces, and councils in a voting or advisory role if qualified.

**b. Affiliate members are entitled to:**

- (1) Limited access to resources available in the members-only section of the NIGP website and expressly no access to interactive discussion lists; and
- (2) Member discounts on activity and event fees where applicable.

**C. Member Dues**

1. Membership dues and annual renewals are based on the anniversary date when the member first joined the Institute; defined as the last day of the month.
2. The NIGP Finance Council shall establish an appropriate annual dues schedule for all classifications of membership subject to adoption by the NIGP Governing Board in conjunction with the budget appropriation process.

3. Member benefits are continuous if membership is renewed within thirty (30) calendar days after expiration.
4. Affiliated members shall be extended complimentary membership for their principal representative.

#### **D. Suspension of Membership**

1. The Institute's Treasurer has the authority to suspend any agency or individual membership for failure to satisfy a debt more than ninety (90) calendar days after the issuance of a NIGP invoice. The agency or individual shall be served such notice, in writing, and shall have thirty (30) days from the date of the notice to make payment or to appeal the decision. Appeals shall be sent to the Chair of the Member Council whose decision is final. A copy of the said appeal shall be sent to the Institute's Treasurer.
2. If a suspension is activated, it shall continue until such time as the debt is satisfied or until the membership period ends; whichever occurs first. During this period, pending orders for future events will be honored while no further benefits will be provided. Subsequent to the end of the current membership period, the membership cannot be reinstated until the debt is satisfied.
  - a. If the suspension is individual based, that individual shall lose all member benefits, including, but not limited to, member discounts, access to member-only resources, and rights to serve and vote, until the debt is satisfied.
  - b. If the suspension is agency based, all individuals covered under that agency membership shall lose all member benefits including, but not limited to, member discounts, access to member-only resources, and rights to serve and vote, until the debt is satisfied.

#### **E. Termination of Individual Membership**

1. *Termination of an Individual Member for Cause.* Pursuant to the **NIGP Bylaws** the Institute's Member Council may suspend or revoke any individual membership.
  - a. Such action may be taken only after examination of a written complaint by any Institute active member of failure of another member to adhere to the professional standards of the Institute.

- b. The written complaint shall be forwarded to the affected party and to all NIGP Member Council members at least thirty (30) calendar days prior to a hearing.
- c. The affected party is entitled to a hearing conducted by the NIGP Member Council to be held in a manner mutually acceptable to all parties. The affected party may waive this right in writing.
- d. Following the hearing, or subsequent to a written notice from the affected party waiving his/her rights for a hearing, the NIGP Member Council shall determine its course of action. Such action requires a two-thirds (2/3) vote of the entire Council. The final decision shall be communicated in writing to the affected party.
- e. Within thirty (30) calendar days after receipt of the written decision, the affected party may appeal the decision of the NIGP Member Council to the NIGP Governing Board. In this situation, the same due process described for the Member Council shall be utilized. The final decision rendered by the NIGP Governing Board shall be binding.