

BYLAWS

ARTICLE I – NAME

1. The name of this organization shall be *Arizona State Capitol Chapter* of NIGP.

ARTICLE II – OBJECTIVE

1. All persons who desire to become members of this organization shall subscribe to the objective of the Chapter as outlined in Article II of the Constitution.

ARTICLE III – MEMBERSHIP

1. The membership shall consist of Regular, Retired, Honorary, and Associate memberships.
2. **Regular (Active) Membership.** All public institution procurement, supply chain management, and materials management personnel including federal, state, county, municipal and township activities, public school systems, colleges, universities, hospitals, commissions, authorities, and any other political subdivision of the state, provided they spend most of their time involved in procurement or materials management functions. Or a person with full time employment in a position having direct influence on the public procurement process such as elected officials and department heads.

A Regular Member in good-standing who becomes separated from their employer has the option of establishing a complimentary, six (6) month individual membership to allow continuation of member benefits while seeking new employment. If an Officer or committee chairperson/member becomes an individual member under this paragraph during their term, they may continue their office until such time as this membership expires, upon approval by the Executive Board.

3. **Retired Membership.** Retired membership may be conferred upon members of this Chapter upon their retirement from a public purchasing organization with full retirement benefits and who continue to support the objectives of the organization. Retired members shall be entitled to vote and hold office and shall be exempt from payment of dues.
4. **Honorary Membership.** Honorary membership is awarded to individuals who have made distinguished contributions to the purchasing profession or this Chapter or as recommended by the Chapter President. Honorary membership may be conferred only by unanimous vote of the Board. Honorary members shall not be entitled to vote or hold office and shall be exempt from the payment of dues.
5. **Associate Membership.** Associate membership shall be open to any interested individual as described below. Associate member privileges are limited to chapter meeting attendance, receipt of chapter mailings and committee participation (excluding committee chairperson). Associate members shall not be entitled to vote or hold office.
 - A. **Student.** Individuals who are students enrolled part-time or full-time in an accredited community college, college, or university and actively pursuing an undergraduate or graduate degree in public or business administration, supply chain management, public purchasing or materials management.

A student membership is available under the following conditions:

- i. Full-time enrollment shall be defined as twelve (12) or more credit hours for undergraduate students and six (6) or more hours for graduate students.
- ii. Student members must be unemployed or employed on a part-time basis consisting of less than twenty-one (21) hours per week.

- B. **Faculty**. Individuals who instruct an undergraduate or graduate curriculum in public or business administration, supply chain management, public purchasing or materials management.
 - C. **Individual**. Membership shall be open to any interested individual who is employed with a non-publicly funded school, college, university or hospital, or is a non-procurement government employee, and does not fit into any other category.
6. Each regular and retired member shall have one (1) vote on any question presented to the membership.
 7. **Admission**. An applicant becomes a member upon acceptance of the application, payment of dues, and confirmation by the Membership Committee that they meet all eligibility requirements.
 8. **Revocation**. The Executive Board by a majority vote at a scheduled Board of Directors meeting may revoke the membership of any chapter member for non-payment of dues, or other just cause, including the violation of the NIGP Code of Ethics. A person considered for membership revocation, except for non-payment of dues, shall be provided ten (10) days written notice of the proposed action by the Executive Board and be given an opportunity to show cause at a scheduled Board of Directors meeting in person or by letter as to why the membership should not be revoked.

ARTICLE IV – EXECUTIVE BOARD AND BOARD OF DIRECTORS

1. The officers of the organization shall be the President, Vice President, Treasurer, Secretary, and the Immediate Past President, and shall be known as the Executive Board. Standing Committee chairpersons, who combined with the officers, shall be known as the Board of Directors. NIGP National chapter board policy requires that at minimum, the President, Vice President and either the Secretary or Treasurer are required to hold an NIGP Agency or Individual membership.
2. The Executive Board shall be the governing body of this Chapter. The President shall chair the Board. The Board shall have control and manage the affairs and finances of the Chapter and shall have authority to take action that will serve the best interest of the Chapter and its members. The Executive Board shall have no authority to expend or commit funds, or otherwise cause indebtedness of the Chapter to any amount in excess of the cash resources of the Chapter, unless such expenditures, commitment or indebtedness is approved in advance by a majority vote of the membership in attendance at a scheduled chapter meeting. Each member of the Executive Board shall have one (1) vote in Board decisions.
3. Except as otherwise provided in the Bylaws, the Executive Board may establish policies and procedures consistent with the Bylaws.
4. The President shall exercise the 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 the duties incident to the office of President. The President shall be responsible for authorizing the expenditure or commitment of Chapter funds. Any expense, not included in the approved budget, in excess of \$500.00 or 20% of the current treasury balance, whichever is the lesser, shall require the approval of the Executive Board by a majority vote at a scheduled Board of Directors meeting.
5. The Vice President shall assume the duties of the President at meetings and events in the absence of the President, see that review of financial records are performed, serve as the Regional Conference & Vendor Expo Committee Chairperson and Awards and Scholarship Committee Chairperson, and perform such duties as assigned by the President.

6. The Treasurer shall be responsible for the accounting of the funds of the Chapter, shall maintain complete and accurate records of receipts and disbursements, and shall render a true and complete written report relative to the affairs of the office at each Board of Directors and Chapter's scheduled meetings. The Treasurer shall serve as a member of the Budget and Finance committee.
7. The Secretary shall maintain a written record of all Board and Chapter decisions in the format approved in Article X, Paragraph 7, in the form of meeting minutes, of the proceedings of the Board of Directors and the Chapter, distribute notices covering meetings and the affairs of the Chapter, and perform such duties as may be assigned by the President or the Executive Board. All approved minutes shall be posted to the Chapter's website and notice given to the membership.
8. The Immediate Past President shall prepare the National Chapter of the Year Award submission and should assist members who apply for other National awards. The Immediate Past President shall provide advice and counsel to the Board of Directors.
9. The Standing Committee chairs serve to provide leadership to specific activities of the Chapter, organize and conduct meetings of their committee, and provide periodic reports to the Executive Board.

ARTICLE V – NOMINATIONS AND ELECTIONS

1. The following officers shall be elected: President, Vice President, Treasurer, and Secretary.
2. The President shall appoint a Nominating Committee Chairperson when the need arises for the services. The Nominating Committee Chairperson for the annual elections shall be appointed no later than August of each year. The Committee shall consider and evaluate recommendations from the membership regarding potential candidates for all open officer positions. The Nominating Committee shall submit a slate of eligible nominees to the President in sufficient time to be circulated to the membership but no later than the meeting prior to any election.
3. The Nominating Committee shall convene at such times as necessary to develop a slate of eligible candidates to fill positions of officers occasioned by vacancies. Nominations from the Nominating Committee and from any eligible and consenting members from the floor will only be accepted at the last regular Chapter meeting prior to the election. Floor nominations are accepted only upon confirmation of eligibility and acceptance from the nominee to have his/her name added to the slate of candidates.
4. Annual elections for open Officer positions shall be held in October from a slate of candidates presented by the Nominating Committee. A majority vote of those regular and retired members voting will be sufficient for a candidate to be elected to office. If a candidate receives no majority vote, a run-off election shall be held with the top two (2) candidates receiving the most votes.
5. Incumbents (those Officers progressing through the Chairs) require a majority confirmation vote of those voting to continue their succession. If an incumbent does not receive a majority confirmation vote, refer to Article VII.
6. No member of this Chapter shall be considered for any office unless he/she has been a local Chapter regular or retired member in good standing for at least one (1) year immediately preceding the election and has actively served on a minimum of one (1) committee during the three (3) years immediately preceding the election.

7. No member of this chapter shall be considered for the office of Vice President unless he/she has served at least one term as Secretary, Treasurer, or a Committee Chairperson/Vice Chairperson for the Chapter. The Executive Board by a majority vote may waive this requirement.
8. Members of the same agency may serve as an officer on the Executive Board at the same time provided that the agency does not comprise a quorum.
9. Elections shall be conducted in a method and in accordance with written procedures approved by the Executive Board. The election method shall ensure the integrity of the election process and protect the anonymity of the ballot.

ARTICLE VI – TERM OF OFFICE

1. The normal term of office of all officers shall commence on the 1st of January following the October election.
2. The term of office for Vice President, President, and Immediate Past President shall be for a period of one (1) year.
3. Upon majority confirmation, the Vice President shall progress annually through the positions of President and Immediate Past President.
4. The term of office for Treasurer and Secretary shall be for two (2) consecutive years with staggered terms, beginning in January following their elected year.

ARTICLE VII – VACANCIES

1. A vacancy may exist in any office for the following reasons: death; resignation, in writing; or removal from office for cause.
2. A vacancy in the office of the President shall be filled by the Immediate Past President until such time that a special election can be scheduled. Only a current regular or retired member who has previously served a full year on the Executive Board may fill the vacancy for the office of President.
3. Vacancies in offices other than the President shall be filled temporarily by a qualified regular or retired member selected by the President until such time that a special election can be scheduled.
4. When a vacancy in an office other than the President occurs and there are three (3) months or less left in a term, the Executive Board may elect the office to remain vacant.
5. The Executive Board may, by a majority vote, vacate any office for cause. For this purpose, “cause” shall include, but not be limited to, misconduct detrimental to the Chapter, incapacity, or willful neglect of duty as an officer. The officer shall be given written notice of any such proposed action of the Executive Board, together with a detailed statement of the reasons thereof, at least thirty (30) days before any formal action is taken by the Executive Board. The officer affected shall have the right to respond to such notice within twenty (20) days after receipt of such notice.

ARTICLE VIII – DUES

1. Dues will be assessed to members on an individual basis. Amount of dues will be set by the recommendation of the Budget and Finance Committee and the approval of a majority vote of the Executive Board at a regular Board meeting.

2. Dues for regular members will be for a yearly period commencing on July 1. Dues for new members shall not be pro-rated for less than one-half (1/2) the annual amount. Dues will not be pro-rated for current or past members.
3. Dues shall be payable annually in advance and shall be in arrears on September 1.
4. Membership in the Chapter of any person whose payment of dues is ninety (90) days in arrears may be revoked by the Executive Board upon written notice effective on the date of the notice. Membership will be reinstated upon payment of any delinquent dues.

ARTICLE IX – FUNDS

1. Funds will be held in a bank account maintained by the Treasurer. Expenditures require the approval of the Executive Board. Disbursements will be by check and/or debit card bearing signatures by one (1) of the following officers: President, Vice President or Treasurer. These signatures will be registered with the bank. The account shall be balanced with each bank statement.
2. An annual budget for the calendar year (January 1 through December 31) shall be approved by the Executive Board and presented to the membership during the first quarter of the calendar year at a regular Chapter meeting. The budget shall list estimated revenues and planned expenses on a line item basis. The budget shall be approved by a majority vote of the membership in attendance that is eligible to vote at a regularly scheduled Chapter meeting. The adopted budget shall be used as a guide and may be modified by the Executive Board.
3. The Chapter shall pay all reasonable costs to include registration, airfare and hotel expenses for the Chapter President and one (1) other officer to attend the NIGP Annual Forum each year to officially represent the Chapter, contingent upon availability of funds. Travel expenses must be approved at the beginning of the calendar year as a budgeted item.
4. The Executive Board, by majority vote, may enter into any contract or execute and deliver any instrument in the name of and on behalf of the organization.
5. All funds of the Chapter shall be deposited in a timely manner to the credit of the Chapter in such banks, trust companies, or other depositories as the Executive Board may select.
6. The Executive Board may accept on behalf of the organization any contribution, gift, bequest, or device for the general purpose or for any special purpose of the Chapter.
7. The Executive Board shall establish policies and procedures for reimbursement of expenses.
8. An annual financial review shall be conducted on the bank account and the findings presented to the chapter membership at the annual meeting. The review shall include a comparison of the approved budget to actual expenditures and any Board-approved exceptions. The Executive Board shall name the reviewer. Said reviewer shall be from the general Chapter membership or a professional auditor or accountant. The reviewer shall not be a member of the Executive Board or a committee chairperson.

ARTICLE X – MEETINGS

1. The organization shall meet regularly, at its discretion, at least once a quarter, at such time and place as established by the Executive Board. The Programs Committee Chairperson, together with the President, shall determine the location of other Chapter meetings.

2. **Annual Meeting.** The purpose of the annual meeting shall be to elect officers, present the annual report and financial statement, and to perform other transactions of business as shall be brought before it. Awards may also be presented.
3. **Special Meetings.** The President on his or her own motion may call special meetings. Regular members of the organization may, upon majority approval of the Executive Board or upon presenting written approval of the majority of the regular and retired membership, call for a special meeting.
4. **Committee Meetings.** Committees shall meet as often as necessary to accomplish their goals.
5. **Notice of Meetings.** Written notice of the purpose, time, and place of all regular, annual or special meetings shall be given by the Secretary to all members. Such notice shall be served to members no less than fifteen (15) calendar days prior to the meeting.
6. **Quorum.** For any meeting, a quorum shall consist of the majority of the regular or retired membership present.
7. **Voting.** Each regular or retired member in good standing shall be entitled to one (1) vote. 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, except as otherwise provided by the Constitution and Bylaws of the organization. The President shall not vote except in the event of a tie.
8. **Authority.** Except where inconsistent with these Bylaws, Robert's Rules of Order or other such procedures as adopted by the Executive Board shall govern the conduct of the meetings of the organization.
9. **Board of Directors Meetings.** The Board of Directors shall meet regularly and at least quarterly. The President may call special Board of Directors meetings at any time deemed necessary. Three (3) Executive Board members shall constitute a quorum. Board members may be present physically or telephonically. Board members may not vote by proxy. The President shall adopt such rules of procedure as deemed necessary to expedite the meetings. The President shall not vote at Board meetings except to break a tie. At the option of the President, the Board may take action by written resolution approved by a majority of the Executive Board members.
10. All meetings shall be recorded with written minutes.

ARTICLE XI – COMMITTEES

1. Standing Committees.

The President shall appoint the following Standing Committees and a Chairperson for each not later than thirty (30) days after assuming office. Standing Committees may include subcommittees to support the goals and objectives of the Standing Committee. The Standing Committees of the organization shall be as follows:

- A. Budget and Finance
- B. Education and Professional Development
- C. Governance
- D. Membership and Outreach
- E. Programs
- F. Website, Marketing and Communications

2. Standing Committees shall consist of not less than three (3) members: The Chairperson appointed by the President and two (2) other members appointed by the Chairperson. The Chairperson shall be a member of the Board of Directors. The Chairperson shall make periodic progress reports to the Board of Directors on the status of its activities. At the discretion of the President a Vice Chairperson may be appointed to a committee.
3. It is recommended that the term of a Committee Chairperson and/or Vice Chairperson be limited to a maximum of five (5) consecutive years.
4. The duties and responsibilities of the Standing Committees are:
 - A. **Budget and Finance.** The committee's primary responsibilities are to plan, establish, and execute the organization's financial investments; prepare and present the organization's annual report and financial analyses, and review the committee budget proposals for the year. The Treasurer shall be an ex-officio member of this committee.
 - B. **Education and Professional Development.** The committee's primary responsibilities are to plan, establish, and coordinate educational programs, subject to approval by the Executive Board, which further the knowledge, expertise, and professionalism of the membership. Responsibilities include organizing workshops and seminars to encourage and support certification of the Chapter members.
 - C. **Governance.** The committee's primary responsibility is to advise the President and officers, committees and members on matters of parliamentary procedure. Assists with procedures during meetings. Robert's Rules of Order is the authority used in this role. Serves as a policies manual task force leader. Task force leader is needed to facilitate the process for changes to the Chapter policies manual and create and revise by-laws.
 - D. **Membership and Outreach.** The 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 organization; and to work with the President on membership issues. Other responsibilities include preparing an annual membership list of paid members in good standing for presentation at the first Board of Directors meeting prior to the Chapter annual meeting. This list shall be certified no later than December 31st of each year for reporting purposes. The Committee shall be responsible for collecting, certifying and recording the membership applications, and sending out delinquent notices when necessary. The committee shall also be responsible for helping members with certification requests and tracking of activity points for all Chapter sponsored events.
 - E. **Programs.** The committee's primary responsibility is to plan, develop, and coordinate Chapter luncheons and webinars and other information programs, which are educational in nature, for the membership. Responsibilities include meeting site arrangements and arrangement for guest speakers as well as arrange for audio-visual aids, panels, and/or other appropriate methods to achieve the desired objectives.
 - F. **Website, Marketing and Communications.** The committee's primary responsibilities are to keep the membership abreast of current information, to undertake public information on behalf of the organization, publish events and preserve documents and files on the Chapter website, and to implement communication actions authorized by the Executive Board. Social Media is a sub-committee and is responsible for publishing and monitoring information on the Chapter's Social Media outlets.

5. **Special Committees.**

Except where identified elsewhere, the President may appoint the following Special Committees and a chairperson for each, as the needs of the Chapter require. The Special Committees of the organization may include:

- A. **Awards and Scholarships.** This committee shall be responsible for the development and administration of procedures, criteria, and final selection of recipients for the following annual Chapter awards, as may be applicable, which may include a Buyer of the Year award, a Manager of the Year award, and any scholarship awards offered by the Chapter.
- B. **Chapter of the Year Award.** This committee shall be responsible for annually reviewing the procedures and criteria used in selecting recipients of the Chapter and NIGP Awards. Collects data to meet criteria for points and prepares professional presentation of documentation and application to NIGP National for consideration in May. (Chaired by Immediate Past President)
- C. **Community Outreach.** This committee shall be responsible for researching and recommending community services/charities and present findings to the Executive Board. Coordinate chosen community services. Collect and arrange for delivery to appropriate charity of all donations. Coordinate all Chapter sponsored fundraisers and volunteer events.
- D. **Cooperative.** This committee's primary responsibilities are to create best practices for cooperative purchasing and heighten the awareness of cooperative purchasing efforts. The primary responsibility of the Cooperative Committee Chairperson is to facilitate discussions and best practice decisions effecting cooperative purchasing and local spend.
- E. **Historical.** This committee shall warehouse and inventory the Chapter's financial documents and assets. An Inventory of the Chapter's documents and assets will be provided during the annual Transitional Board Meeting with any recommendations of retention or disposal, by the past years Historical Chairperson. Inventory of other assets will be stored by category to allow for ease in distribution. Inventory categories will include at a minimum: Financial, National Forum, Regional Forum, and Miscellaneous.
- F. **Legislative.** This committee shall be responsible for reviewing proposed local and State legislation and regulations or policies that may impact public procurement. Upon approval of the Executive Board, the committee shall transmit, over the President's signature, the Chapter's recommendations and position statements to local or State authorities and provide testimony in support of the Chapter's position.
- G. **Mentoring/Networking.** This committee shall be responsible for the review and approval or disapproval of applications for becoming a mentee, seeking out and approving mentors, and assigning mentors to mentees. The committee shall also periodically monitor and counsel mentor/mentee progress.
- H. **Newsletters.** This committee is responsible for the drafting and presentation of the Chapter newsletter, *The Purchasing Exchange*.
- I. **Nominations/Elections.** This committee shall consider and evaluate recommendations from the membership regarding potential candidates for all open officer positions. Submit names of eligible nominees to the President and advertise to membership, elections, procedures for voting, and results. Facilitate the voting process in accordance with written Chapter procedures.

- J. **Photography**. This committee shall be responsible for documenting a pictorial record of Chapter activities.
 - K. **Pro-D Prize Drawing**. This committee shall coordinate 50/50 cash drawings and raffle prize drawings at Chapter luncheons, meetings, seminars, and Regional Conference and Vendor Expo.
 - L. **Regional Conference and Vendor Expo**. This committee shall be responsible for the planning, development and logistics of this annual event.
 - M. **Resource Library**. This committee is responsible for maintaining NIGP publications and resource materials for use my members.
 - N. **Reverse Trade Show**. This committee shall plan and coordinate the annual Chapter Reverse Trade Show including facilities, program, promotion, educational opportunities, and registration.
 - O. **Strategic Planning**. This committee shall coordinate complete overhaul of the Strategic Plan every five (5) calendar years. On off years, revisit the Strategic Plan for minor updates and changes. (Chaired by President)
 - P. **Young Professional / Student Chapter**. This committee shall develop strategies to increase recruitment, retention, volunteer involvement, and annual meeting attendance among young purchasing professionals and college students.
6. The President may appoint any such other committee(s) for such function as deemed appropriate.

ARTICLE XII – AMENDMENTS

- 1. Bylaws may be amended by a majority of the members voting.
- 2. Any proposed amendment must be submitted in writing to the President. The Executive Board shall review and present the proposed amendment to the membership at a scheduled chapter meeting before being voted on by the membership.