

BYLAWS

OF THE KANSAS ASSOCIATION FOR PUBLIC PURCHASING PROFESSIONALS

ARTICLE I – GENERAL

Name. The name of this association is Kansas Association for Public Purchasing Professionals, hereinafter called the “Chapter.” The Chapter functions as a regional division of the National Institute of Governmental Purchasing, hereinafter called the “Association.”

Territory and Location. The Chapter will operate and serve members within the territory approved by the Association, and its Principal Office will be located in such place as determined by the Chapter’s Board of Directors.

Purposes. The Chapter shall establish cooperative relationships among its members for the development of efficient procurement methods and practices in the field of public procurement; to encourage maintenance of ethical standards in buying and selling; to promote uniform public purchasing laws and simplified standards and specifications; to collect and disseminate useful information for its members; to promote the interchange of ideas and experiences within the procurement profession; to encourage research and investigation and to sponsor such other activities as may be useful in providing its members with knowledge for efficient procurement; and to strive by all legitimate means to advance the public procurement profession, in accordance with the Association’s objectives. Further, the Chapter will support and adhere to the objectives, code of ethics, and other standards established by the Association.

Restrictions. All policies and activities of the Chapter are consistent with:

- a. Applicable federal, state and local antitrust, trade regulation or other requirements, and
- b. Applicable to tax-exemption requirements imposed on the Association including the requirements that the Chapter not be organized for profit and that no part of its net earnings inure to the benefit of any private individual.

ARTICLE II – MEMBERSHIP

Membership Eligibility:

Those eligible for membership shall be a tax supported entity in Kansas and/or any individual employed by that

entity that is supervising or working in procurement-type activities.

Application and Withdrawal:

Any entity or its duly designated representative or any individual meeting the above eligibility may become a member upon requesting membership by written or electronic application to the President, Secretary, or designee and payment of annual dues as set forth by the Association. Any member may withdraw from the Chapter after fulfilling any obligations the member may have incurred by giving written or electronic notice of such intention to the President, Secretary, or designee.

Individual Membership:

Entitles individual to one (1) vote in conducting Chapter business.

Honorary Membership:

Honorary memberships may be conferred by a majority vote of members present at a regular meeting upon individuals who have made distinguished contributions to the public procurement profession or this Chapter. Honorary members shall not be entitled to vote or hold office and shall be exempt from payment of dues.

Retired Membership:

Retired membership may be conferred upon members of this Chapter upon their retirement from the pursuit of their livelihood through active employment, and upon written or electronic request for such membership. Retired members shall be exempt from payment of dues.

ARTICLE III - ADMINISTRATION

Area:

To facilitate administration of this Chapter, the State of Kansas will be divided among four (4) regional directors.

Organization:

The property, affairs, activities, and concerns of the Chapter shall be vested in the Executive Board consisting of the Officers, Regional Directors and committee chairperson(s) of the Chapter. The number of Directors may be increased at any subsequent annual meeting. The members of the board shall, upon election, enter upon performance of their duties and shall continue in office until their successors shall be duly elected and qualified.

Terms of Officers:

The governing body of this Chapter will be an Executive Board consisting of the President, Vice President, Treasurer, Secretary, the Immediate Past President, and four (4) aforementioned Regional Directors. Each Officer and Director will be elected initially for a term of one (1) year. Thereafter terms of offices shall be one (1) calendar year. Officers shall not serve on the board for more than four (4) consecutive years in the same position.

Election of Officers:

Officers and Directors shall be elected annually at the Fall or December meeting of the Chapter from a slate of candidates presented by a nominating committee. The newly elected Officers and Directors shall be installed at the Fall or December meeting to be effective the following January 1 and start of the fiscal year. A majority of those voting will be required for a candidate to win election. A Chapter member must be current with payment of any required fees to be eligible for any office within the Chapter. No three (3) members from the same governmental unit may serve on the Executive Board during the same term.

Resignation from the Board:

Upon the resignation/vacancy of an Officer or Director not corresponding with the annual meeting, the Board shall have the authority to appoint from the membership an alternate officer or Director to fill the position for the unexpired term by majority vote of the Executive Board.

ARTICLE IV - EXECUTIVE BOARD

Authority:

The Executive Board may hold meetings at such times and places as it deems proper, admit members, appoint committees on particular subjects from the members of the Chapter or from members of the Board, audit bills and disburse funds of the Chapter, print and circulate documents and publish articles, carry on correspondence and communicate with other organizations and public entities interested in the economics of the group purchases of common items of personal property, employ agents; and devise and carry into execution such other measures as it deems proper and expedient to promote the objectives of the Chapter and to best protect the interest and welfare of the members.

Responsibility:

The Executive Board shall be responsible for recommending to the Chapter policy issues that have an impact on

Chapter activities and relations with other organizations. The specific responsibilities of the Executive Board are to determine standards and eligibility for membership; to establish membership fees for the Chapter; to review and approve the budget for the fiscal year; to review and rule on proposed expenditures not consistent with the approved budget for the Chapter; to review and approve proposals for training and development; and any other item considered by two (2) or more members of the Board to require Board action. All actions of the Board require a majority vote.

Meetings:

Regular meetings of the Executive Board shall be held semi-annually. The President may, when he/she deems it necessary, issue the call for a special meeting of the Board. At all meetings of the Executive Board a quorum shall consist of a majority of the Officers, Directors, and committee chairperson(s).

Immediate Past President:

The Immediate Past President's responsibilities are to be primary liaison between the Chapter and other organizations, and to advise and assist the Chapter President as appropriate.

President:

The duties and responsibilities of the President are to serve as a member of the Executive Board, to conduct meetings of the Executive Board and establish agenda therefore, to preside at Chapter meetings, to appoint a nominating committee, and to overview the activities in a general sense of all permanent and ad hoc Chapter committees.

Vice President:

The duties and responsibilities of the Vice President are to serve as a member of the Executive Board, to act for the Chapter President in the President's absence, to assist the President in performing any of the assigned responsibilities of the President, and to specifically provide oversight or approval of the plans and programs of the meeting program and meeting facilities.

Treasurer:

The duties and responsibilities of the Treasurer are to serve as a member of the Executive Board, to prepare an annual budget for submission to the Executive Board, to prepare and submit to the Executive Board a balance sheet and ad hoc reports covering the prior twelve months no later than the Fall or December meeting of the Executive Board, to provide to the Executive Board interim financial statements and forecasts as appropriate, to

review all proposed expenditures as they impact or affect the budget, to maintain an active membership roster, in collaboration with the membership chairperson, and communicate fees notices electronically in sufficient time for uninterrupted membership, and to overview activities related to maintenance of membership or achievement of membership goals.

Secretary:

The duties and responsibilities of the Secretary are to serve as a member of the Executive Board; to maintain minutes of all Executive Board activities; and to develop and distribute meeting announcements, training notices, and any other forms of communication with the membership.

Regional Directors:

The duties and responsibilities of each Regional Director are to serve as a member of the Executive Board and to supervise regional activities in his/her respective region.

Removal from Office: Any Officer may be recommended for removal from office by a Majority Vote (more than half votes cast, ignoring blank) of the Board of Directors and the Immediate Past President. Such Officer shall have at least thirty days' notice and full opportunity to defend him or herself, in person or virtually before the membership, before final vote is taken by the membership. Removal from office requires a Two-thirds Vote (two-thirds of the votes cast, ignoring blanks) of the Regular Members in attendance, and by absentee ballot received prior to the voting. The removal from office shall be placed on the regular meeting agenda.

ARTICLE V - FISCAL/MEMBERSHIP YEAR

The Fiscal/Membership year of the Association shall begin on the first day of January and end on the thirty-first day of December.

ARTICLE VI - MEMBERSHIP FEE

The regular fee of the Association for membership shall be reviewed on an annual basis by the Executive Board and any adjustments be subject to board majority vote. The fee shall be payable in advance dating from January first of each year. Should a member's fee be thirty (30) days overdue, a second notice shall be sent by the membership chairperson.

ARTICLE VII - DISBURSEMENTS

The President, Vice President and Treasurer shall sign the bank authorization form and be provided with a bank

card for the account for payment of Association related expenditures. In the event of dissolution of the organization, any unencumbered funds remaining in the accounts of the organization will be donated to a non-profit educational organization or transferred to the National Office of NIGP.

ARTICLE VIII - MEETINGS

Meetings:

All meetings of this Chapter shall be held at any time at any place within the NIGP Area 6 Region. Notice of a meeting shall be mailed or emailed, except as herein or by statute otherwise provided, to the last recorded address or email address of each member before the time appointed for the meeting. All notices of meetings shall set forth the place, date, time and purpose of the meeting.

Annual Meeting:

There shall be an annual meeting in the fall or winter of each year for election of members of the Executive Board. This annual meeting will also provide for receiving the annual reports of Officers and Regional Directors. The Secretary shall provide notice of the annual meeting in the manner set out above.

Special Meetings:

Special meetings may be called by the Executive Board at their discretion. The Secretary shall provide notice of any special meeting in the manner set out above.

Regional Meetings:

Regional meetings may be called by the President in cooperation with Regional Directors, at their discretion. The Secretary shall provide notice of any regional meeting in the manner set out above.

Quorum:

The presence of a majority of the members of the Chapter entitled to vote shall be necessary to constitute a quorum for the transaction of business.

Order of Business:

The recommended order of business shall be as follows at all meetings of the Chapter, Executive Board, and Regions:

Call of the roll.

Approval of the previous meeting minutes.

Receiving communications.

Reports of Officers.

Unfinished business.

Election of Officers and Directors.

New business.

Adjournment.

Rules of Order:

Robert's Rules of Order shall govern all meetings of the Association.

ARTICLE IX - AMENDMENTS

These By Laws may be amended, repealed, or altered in whole or in part by a two-thirds majority at any duly organized meeting of the Chapter. The proposed change or changes shall be mailed or emailed to the last recorded address or email address of each member before the time of the meeting which is to consider the change.

ARTICLE X – DISSOLUTION

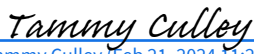
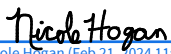
1. KAPPP may dissolve upon approval of three-fourths (3/4) of KAPPP members eligible to vote. 2. In the event that KAPPP dissolves and after satisfaction of all outstanding debts, any remaining funds and accounts receivable, upon collection, shall be disposed in the following manner:

a. May be remitted to National Headquarters of the National Institute of Governmental Purchasing, Inc., a Wisconsin nonprofit corporation, if NIGP is then exempt from federal income tax under §501(c)(3), and contributions to NIGP are then deductible under §170(c)(2) of the Internal Revenue Code of 1986, for the corporation's/association's charitable and educational purposes; and if not: 10

b. Donated to any similar charitable, tax-exempt organization exempt from federal income tax under §501(c)(3), and to which contributions are then deductible under §170(c)(2) of the Internal Revenue Code of 1986, designated by a simple majority vote of the regular membership present at the final meeting.

The above By Laws have been read, duly considered, and discussed and are hereby adopted this 16th day of February, 2024.

Executive Board Signatures

President	Vice President	Treasurer	Secretary
 <u>Chris Haislett (Feb 21, 2024 10:36 CST)</u> Chris Haislett	 <u>Lisa Robbins</u> Lisa Robbins	 <u>Tammy Culley (Feb 21, 2024 11:29 CST)</u> Tamara Culley	 <u>Nicole Hogan (Feb 21, 2024 11:42 CST)</u> Nicole Hogan

Regional Director	Regional Director	Regional Director	Regional Director
 <u>Robin Lynes (Feb 21, 2024 13:48 CST)</u> Robin Lynes	 <u>Vacant</u>	 <u>Lee Barrier (Feb 27, 2024 14:48 CST)</u> Lee Barrier	 <u>Kim Sowell (Feb 27, 2024 15:02 CST)</u> Kim Sowell