

Chapter By-Laws



NORTH FLORIDA
PROCUREMENT ASSOCIATION

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ARTICLE I – VISION, MISSION, CORE VALUES

VISION

To promote the development of public procurement professionals throughout the North Florida area.

MISSION

To ensure the public trust by promoting professionalism and ethical practices within the public procurement community through education, certification and networking.

CORE VALUES

The North Florida Procurement Association of NIGP shall adhere to the following core values:

1. Ethics
2. Impartiality
3. Accountability
4. Professionalism
5. Service
6. Transparency

ARTICLE II – MEMBERSHIP

1. FULL. Membership is based on payment of individual dues to the local Chapter and carries with it the right to vote. Membership in this Chapter shall be open to Florida and Southern Georgia Federal, State, County, Municipal and Township activities, Public School Systems, Universities, Colleges, political subdivisions, and non-profit agencies providing a service to the general public. Such members must also be full time employees for an agency where the majority of their time is spent in procurement or materials management. Full Members shall be eligible for scholarship points.
2. ASSOCIATE. Membership is based on payment of individual dues to the local Chapter. Members shall not be entitled to vote or hold office. Membership shall be open to Florida and Southern Georgia Federal, State, County, Municipal and Township activities, Public School Systems, Universities, Colleges, political subdivisions, and non-profit agencies providing a service to the general public. Members shall be full time employees for an agency where at least thirty percent (30%) of their time is spent on procurement related activities such as scope development, procurement administrative support, purchase expediting, project management or contract administration. Associate Members shall be eligible for scholarship points.
3. HONORARY. Honorary membership may be conferred upon individuals who have made distinguished contributions to the procurement profession or this Chapter by unanimous vote of the Board. Honorary members shall not be entitled to vote or hold office and shall be exempt from payment of Chapter dues. It is the responsibility of the honorary member to provide an online chapter registration form. Honorary Members shall be ineligible for scholarship points.
4. RETIRED. Retired Membership may be conferred upon members of this Chapter upon their retirement from active professional employment after receipt of a written request for such membership. Additional information may be requested by the Chapter to verify eligibility. Retired members shall not be entitled to vote or hold office and shall be exempt from payment of Chapter dues. It is the responsibility of the Retired member to provide an online chapter registration form. Retired Members shall be ineligible for scholarship points.

5. STUDENT. Procurement, contract administration, materials management, public administration, business administration and logistics college students at graduate or undergraduate level shall be eligible, as well as local high school students. Student members shall not be entitled to vote or hold office and shall be exempt from payment of Chapter dues. Student membership excludes parties eligible for Full Membership. Student Members shall be ineligible for scholarship points. It is the responsibility of the Student member to provide an online chapter registration form.
6. ACADEMIC. Academic Membership is limited to professors and researchers employed by a higher-education institution. Academic members shall not be entitled to vote or hold office and shall be exempt from payment of Chapter dues and event registration fees. It is the responsibility of the Academic member to provide an online chapter registration form. Academic Members shall be ineligible for scholarship points.
7. TRANSITIONAL MEMBERSHIP. Limited to 12 months. Eligibility is restricted to those previously employed in the procurement profession who are currently unemployed but are actively seeking employment. Membership fees will be waived until employment is secured in government procurement or a non-profit organization. These members will not be eligible to vote or hold office. Transitional members may earn scholarship points for up to 12 months, but are ineligible to redeem such points until resuming membership qualifying employment and paid membership to active status. Transitional Member accrued scholarships shall return to the general fund upon expiration of Transitional Membership.

It is the responsibility of the member to provide a Transitional Member Registration form to the Board of Directors for a vote at the next regularly scheduled Board Meeting.

8. Membership is granted at the discretion of the Board of Directors. The Board of Directors has the right to revoke membership status at any time. If the membership status of a paid member is revoked by the Board of Directors, any membership dues are forfeited. A member whose status has been revoked has the right to appeal to the Chapter for reinstatement of their membership status.

ARTICLE III – BOARD OF DIRECTORS

1. BOARD OF DIRECTORS. The governing body of this Chapter will be a Board of Directors consisting of four (4) Officers and a maximum of three (3) Directors. The Board of Directors shall promulgate program documents and procedures for implementation as necessary. Members of the Board of Directors are required to attend Chapter meetings, Chapter events and the Board of Director's meetings unless otherwise excused by the President. Board members unable to attend any meeting must notify the President not less than 24 hours prior to the meeting.
2. PRESIDENT. The President shall exercise general supervision over the affairs of the Chapter, preside over all meetings of the Chapter and the Board of Directors, perform all duties incident to the Office of President, and shall adopt all other duties as described in NIGP: The Institute for Public Procurement By-Laws. The President shall perform all duties as from time to time may be assigned by the vote of the membership or the Board of Directors. The President shall maintain an accurate record of Officer duties and committee duties and shall furnish a copy of these duties to all newly appointed/elected Officers and chairman for acknowledgement. All policy documents outlining Officer and chairman duties shall be accessible by the membership.
3. VICE PRESIDENT. The Vice President shall perform such duties as assigned by the President. The Vice President shall preside in the absence of the President and continue therein should the presidency be

vacated, whereupon the office will be filled in accordance with the provision of the By-Laws.

4. SECRETARY. The Secretary shall maintain a written record of the proceedings of all meetings of the Chapter and its Boards. Minutes shall include, but not be limited to, the purpose of each meeting, list of those members present, description of issues addressed and decisions or directions made. The minutes shall be distributed on or before the next scheduled meeting.
5. TREASURER. The Treasurer shall be responsible for the funds of the Chapter. A complete record of receipts and disbursements shall be maintained to render a true and accurate report relative to the affairs of this office. The Treasurer shall collect and pay all applicable membership dues and maintain a current membership roster. Treasurer may maintain and pay all costs for a Post Office Box for the use of the Board of Directors. It is the responsibility of the Treasurer to pay all insurance premiums, storage, and other related fees of the Chapter, as applicable. The Treasurer shall distribute a financial report at each regularly scheduled meeting.
6. OFFICERS. Shall be defined as the President, Vice President, Secretary, and Treasurer.
7. DIRECTORS. Shall be defined as those that act in advisory capacity to the Chapter President and other Officers.

ARTICLE IV – TERM OF OFFICE

1. The term of office shall commence at the adjournment of the meeting at which they are elected.
2. Term of office for all Officers and Directors shall be for a period of two (2) years, or until his or her successor has been elected.
3. An Officer or Director may be removed by a vote of the majority of the Board of Directors at a meeting called for that purpose whenever in the Board of Directors' judgement the best interest of the Chapter will be served. Removal will be for conduct detrimental to the Chapter or Board of Directors, willful neglect of their duties, or any violation of ethics that affects the Chapter of NIGP.

ARTICLE V – NOMINATIONS AND ELECTIONS

1. Officers and Directors shall be elected bi-annually by ballot, written or electronic, from a slate of candidates and by any eligible members nominated by the current membership.
2. No member shall be considered for office unless he or she has been an active member in good standing preceding the election.
3. No more than two (2) members employed by the same organization may serve as Officers, unless:
 - A. No other member is willing to be nominated;
 - B. The Board of Directors approves the nomination unanimously before presenting the candidate to the membership for election; and
 - C. Neither member is elected concurrently as President and Treasurer.
4. At a minimum, the three (3) highest ranked Chapter Officers are required to hold either an Agency or

Individual Membership in NIGP, per Section 1, Article XIV of NIGP: The Institute for Public Procurement By-Laws. To comply with this requirement, the North Florida Procurement Association may, by Chapter vote, pay for individual membership to NIGP for Officers serving on the Board of Directors whose Agency will not pay for membership.

ARTICLE VI – RESIGNATION AND VACANCIES

1. An Officer or Director may resign at any time by notice to the President.
2. Vacancies may be filled for the unexpired term by appointment at the discretion of the President, subject to approval by the Board.

ARTICLE VII – FUNDS

1. DUES. Membership Dues are payable on an individual basis. The amount is recommended by the Board of Directors and, if changed, set by vote of the members annually at a regularly scheduled meeting. Dues are paid by calendar year and are due by January 31 for the calendar year. Dues will not be pro-rated.

Memberships are transferable on the following conditions:

- A. Agency Paid: Memberships paid by an agency are transferable within the agency upon the request of the agency to the Membership Chair.
 - B. Individual Paid: Memberships paid by an individual utilizing personal funds may be transferred with the individual should such member change employment status, providing new duties are consistent with membership type, and upon the request of the individual to the Membership Chair.
2. FUNDS. The Chapter shall maintain a bank account with at least two Officers' signatures registered, to include the President and Treasurer. Expenditures outside of budgeted items require approval of the Board of Directors. Disbursements will be made via check, preferably through online bill payment, after authorization by the President and Treasurer.
 3. P-CARDS. Chapter issued purchasing cards (P-Cards) may be issued and used for approved Chapter expenditures. The President shall approve the issuance of P-cards as required to effectively manage the Chapter and committee operations. P-Card charges will be reviewed and signed by two of the following Officers: President, Vice President, Secretary and Treasurer, at the end of each billing cycle.
 4. EXPENDITURES:
 - A. NIGP Annual Forum: The Chapter shall pay all reasonable costs, to include registration, lodging, travel, meals and incidentals, for the Chapter President to attend the NIGP Annual Forum each year contingent upon availability of funds. Expenses must be approved as a budgeted item.

Contingent upon the availability of Chapter funds, the Board of Directors may approve any other Officer(s) to attend the NIGP Annual Forum to assist the Chapter President in representing the Chapter. All expenses shall be budgeted and approved by the Board of Directors.

- B. FAPPO Annual Conference: The Chapter shall pay all reasonable costs, to include registration, lodging, meals and incidentals, for one (1) Officer to attend the FAPPO Annual Conference each year contingent upon availability of funds. Expenses must be approved as a budgeted item.
- C. PER DIEM: The Chapter will pay per diem and mileage rates based upon the most recent GSA Per Diem Rate Schedule for the destination. Schedules are accessible at <http://www.gsa.gov/portal/category/100120>.
- D. In the event that an entity is able to pay any or all of the travel costs, which would have been paid by the Chapter, the agency shall then be responsible for those costs incurred by the individuals.
- E. A budget shall be designated for Member Hospitality and maintained by the Treasurer. This fund can be used to purchase flowers, gift cards, etc. when the Chapter wants to acknowledge illness, death, birth, hospitalization, etc. not to exceed \$50.00 per event.

ARTICLE VIII – SCHOLARSHIPS

To reward those members who actively participate in the North Florida Procurement Association (NFPA) Chapter of NIGP and who wish to further their educational goals, the Chapter shall provide a NFPA Scholarship Fund. The scholarship budget is contingent upon available funds each year and will be approved by the general membership on a yearly basis as part of the overall budget approval process.

The Board of Directors, by majority vote, shall have the authority to establish additional scholarship programs contingent upon available funds each year and will be approved by the general membership on a yearly basis as part of the overall budget approval process. This shall include but not be limited to scholarships in memoriam, student scholarships and member recruitment initiatives.

ARTICLE IX – MEETINGS

The Board of Directors, by majority vote, shall establish the meeting dates and locations on an annual basis.

ARTICLE X – COMMITTEES

1. Committees shall be designated by the Board of Directors. The Chairperson shall be appointed by the President. Committee list and responsibilities will be published annually on the website.
2. The Chairperson of each Committee will report to the membership at the direction of the President.
3. Committee duties, deliverables, and/or outcomes will be determined by the Board of Directors and updated annually.

ARTICLE XI – PROCEDURES

1. QUORUM. A Quorum for the Board of Directors will consist of a majority of those voting. A quorum for a regular/membership meeting shall consist of a minimum of 10% of the voting membership. Quorum shall be verified by the Secretary prior to voting.
2. Robert’s Rules of Order shall govern the affairs of the Chapter.
3. The Board of Directors are responsible for creating and maintaining any Chapter policy or procedures. The By-Laws shall supersede all other governing documents.

ARTICLE XII – AMENDMENTS

1. Following the initial adoption of this Instrument, the By-Laws may be amended by two-thirds votes of eligible voting members present at the membership meeting.
2. Any proposed amendment must be submitted either in writing to the membership at a membership meeting or electronically by email at least two weeks prior to the next regularly scheduled membership meeting and shall be voted on at the next membership meeting.
3. All approved By-Laws amendments shall be submitted to NIGP: The Institute for Public Procurement.

ARTICLE XIII – CODE OF ETHICS

The Chapter shall adopt as its Code of Ethics those of NIGP: The Institute for Public Procurement.

Annually all Officers, Board of Directors and Committee Members shall be required to submit to the Board Secretary an Acknowledgement of Duties Form.