

# By-Laws

Central Florida Chapter of NIGP



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## ARTICLE I –VISION, MISSION, CORE VALUES

### VISION

To be the leading Chapter of NIGP: The Institute for Public Procurement by promoting the development of public procurement professionals throughout Central Florida.

### MISSION

Provide our chapter members with opportunities for professional development and the exchange of best practices.

### CORE VALUES

The Central Florida Chapter of NIGP shall adhere to the following core values:

1. Ethics
2. Integrity
3. Professionalism
4. Diversity
5. Education and Professional Growth
6. Service to Stakeholders

## 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 Federal, State, County, Municipal and Township activities, Public School Systems, Universities, Colleges, political subdivisions of Florida, 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 Federal, State, County, Municipal and Township activities, Public School Systems, Universities, Colleges, political subdivisions of Florida, and non-profit agencies providing a service to the general public. Members shall be full or part 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 register online with the chapter. 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 register online with the chapter.

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 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 - OFFICERS AND BOARD OF DIRECTORS**

1. **BOARD OF DIRECTORS** The governing body of this Chapter will be a Board of Directors consisting of the Presidential Advisory Committee members, the President, Vice President, Secretary and Treasurer. 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. The Secretary shall publish a bi-monthly newsletter for distribution to the membership.
5. TREASURER. The Treasurer shall be responsible for the funds of the Chapter. A complete record of receipts and disbursements at each meeting 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, Treasurer
7. PRESIDENTIAL ADVISORY COMMITTEE. Shall be defined as past Chapter President that serves in an advisory capacity to the Chapter President. Committee members are appointed by the President.

#### ARTICLE IV- NOMINATIONS AND ELECTIONS

1. A Nominating Task Force will be appointed by the Board of Directors consisting of 3-5 active members of the Chapter. Nominating Task Force members will interview potential Board position candidates to ascertain their interest and qualifications. The Nominating Task Force will meet and prepare a slate of Officer nominations for each Board position. The Nominating Task Force Chairman will announce the Officer nomination slate to the general membership at the fifth or sixth regular Chapter meeting of the year. Following the presentation of the Officer nomination slate, the floor shall be opened to the general membership for further nominations. The Nominating Task Force Chairman will close nominations and candidates will be given an opportunity to speak to the membership. The Nominating Task Force Chairman will call for a vote on each Board position per approved voting procedures. The new Officers shall be installed at the January meeting and shall conduct the remainder of the first scheduled meeting of the year.
2. The Board of Directors may remove any Officer from office by a majority vote upon examination and due proof of the truth of a written complaint of misconduct, incapacity, or neglect of duty, made by any director, provided that at least one (1) week's previous written notice of the proposed action has occurred. The opportunity to appear before the Board of Directors shall have been given to the accused and to each director prior to action by the Board of Directors.
3. Any office vacated due to Officer removal or resignation, will be filled for the remainder of the current term by an appointment of the Board of Directors, to be voted on by the membership at the next meeting. The Board of Directors shall have the authority to appoint from the membership an alternate Officer to the position for the unexpired term, or until such time as a special election is held.

4. The term of office of all Officers shall commence at the January meeting.
5. The term of office of all Officers shall be for a period of two (2) years.
6. Maximum terms of office by any individual in any one (1) office is two (2) terms total upon elections.
7. No member shall be considered for office unless he or she has been an active member in good standing for at least one year preceding the election.
8. 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 Central Florida Chapter 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.
9. No two members of the same organization may serve as Officers at the same time, unless approved by the Chapter at a membership meeting.

## ARTICLE V- 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 are per member and not transferable to another person. If a member leaves his/her agency and is employed by another agency, membership shall go with him/her. Dues will not be pro-rated.
2. FUNDS. Funds will be held in a bank account maintained by the Treasurer. Expenditures require approval of the Board of Directors. Disbursements will be by check bearing signatures by two of the following Officers: President, Vice President, Secretary or Treasurer. These signatures will be registered with the bank.
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. FORUM: The Chapter shall pay all reasonable costs, to include registration, and hotel expenses, for the Chapter President to attend the NIGP Annual Forum each year contingent upon availability of funds. Travel expenses must be approved at the beginning of the calendar year 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 travel expenses shall be budgeted and approved in advance by unanimous vote by the Board of Directors. The Chapter will pay per diem and mileage rates based upon the most recent GSA Per Diem Rate Schedule for the forum host City. Schedules are accessible at <http://www.gsa.gov/portal/category/100120>.

In the event that either the Chapter President or the Officer's 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.

- B. A budget shall be designated for Sunshine and Awards and maintained by the Treasurer.

\* The Sunshine Budget is reserved to provide assistance for active Chapter members or their immediate family members in the event of a hospitalization or death of the Chapter member or a member of their immediate family (spouse and/or children). The President will make the decision to provide assistance and will report back to the Board on any funds dispersed. In the interest of member privacy, the Board may choose to keep the name(s) of the member or family confidential.

The sunshine fund assists members facing personal hardships. The fund can also be used to purchase flowers, gift cards, etc. when the Chapter wants to acknowledge illness, death, birth, hospitalization, etc.

By majority vote of the Board of Directors, a member's scholarship fund may be disbursed to the member as a sunshine fund disbursement if the Board, at its sole discretion, determines there to be a sufficient hardship.

## **ARTICLE VI- SCHOLARSHIPS**

To reward those members who actively participate in the Central Florida Chapter (CFC) of NIGP and who wish to further their educational goals, the Chapter shall provide a CFC-NIGP 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 amount per scholarship point will be determined by dividing the scholarship budget by the number of scholarship points earned by the membership.

Deferment Funds that are not Rolled Over in accordance with the Scholarship Program are immediately forfeited by the member, and those un-deferred funds will go back into the General fund. All requests for funds to be utilized within a calendar year must be submitted by December 1<sup>st</sup> of the same year.

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 VII-MEETINGS**

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

## **ARTICLE VIII – COMMITTEES AND TASK FORCES**

1. Committees and Task Forces 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 and/or Task Force will report to the membership at the direction of the President.

3. Committee and/or Task Force duties, deliverables, and/or outcomes will be determined by the Board of Directors and updated annually.

## **ARTICLE IX – PROCEDURES**

1. QUORUM. A Quorum for the Board of Directors will consist of a majority of those voting. A quorum for a regular meeting shall consist of a minimum of 10% of the voting membership. Quorum shall be verified by the Secretary prior to voting.
2. At the discretion of the Board, voting may be conducted via:
  - A. Paper ballot or audible vote at a scheduled membership meeting by a majority of the member present;
  - B. By written ballot mailed to all members by a majority of the members voting; or
  - C. By any electronic means or digital communications available to all members of the Chapter by a majority of the members voting.
  - D. Majority votes shall prevail, excluding blank votes. The officiating President shall break any tie votes.
3. Robert's Rules of Order shall govern the affairs of the Chapter with a copy being present at regular meetings.
4. Policy and Procedures. The Board of Directors will create and maintain the Chapter's policy and procedures. The By-Laws shall supersede all other governing documents.

## **ARTICLE X – AMENDMENTS**

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

## **ARTICLE XI – CODE OF ETHICS**

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

Annually all Officers and Committee Chairmen shall be required to submit to the Board Secretary an Acknowledgement of Duties and Conflict of Interest Disclosure Form.