



**Mid-Florida Chapter of the
National Institute of Governmental Purchasing, Inc.**

By-Laws



Article I - Name

The Chapter name shall be the **Mid-Florida Chapter** of the National Institute of Governmental Purchasing, Inc. shall hereinafter be referred to in these By-Laws as "the Chapter".

Article II - Purpose

1. To foster and promote advancement in the public procurement profession through education, professional certification, study, discussion and networking.
2. To provide a forum for exchanging ideas and information on the role and responsibilities of the procurement function within governmental bodies.
3. To develop and promote simplified standards and specifications for governmental buying and cooperative purchasing.
4. To provide a professional source of information to governmental units seeking expertise in governmental purchasing.

Article III – Membership

1. **Active:**
 - a. Membership is based on payment of individual dues to the local Chapter and carries with it the right to vote.
 - b. Membership in this Chapter shall be open to Federal, State, County, Municipal and Township activities, Public School Systems, Universities, Colleges and political subdivisions of Florida. Such members must also be full time employees for an agency where the majority of their time is spent in purchasing or materials management, and have the authority to procure goods and services for their entity.
2. **Associate:**
 - a. Individuals who are employed as in Article III, paragraph 1, and have not paid chapter dues, but whose agency is a member of the National NIGP Organization shall be known as Associate Members.
 - b. Associate members shall not be entitled to vote or hold office.
3. **Honorary:**
 - a. Honorary membership will automatically be given to all retired past presidents of this Chapter following their last year serving on the Board of Directors. Others may be conferred by unanimous vote of the members present upon individuals who have made distinguished contributions to the purchasing profession or this Chapter.
 - b. 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 pay all applicable National Dues and provide current chapter registration form.



4. **Retired:**

- a. Retired membership may be conferred upon members of this Chapter upon their professional retirement from active employment, upon written request for such membership.
- b. 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 pay all applicable National Dues and provide current chapter registration form.
- c. A person may be both a retired and an honorary member.

Article IV – Officers and Board of Directors

1. **Board of Directors:** The governing body of this Chapter will be a Board of Directors consisting of the immediate Past President, the President, Vice President, Secretary and Treasurer.
2. **Council:** The Council will consist of the Board of Directors and Committee Chairpersons as they are elected and appointed. Members of this body shall act in an advisory capacity and attend meetings as called for by the President.
3. **President:** The President shall exercise general supervision over the affairs of the Chapter, preside over all meetings of the Chapter, Board of Directors and Council and perform all duties incident to the Office of President and shall adopt all other duties as described in NIGP By-Laws.
4. **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.
5. **Secretary:** The Secretary shall maintain a written record of the proceedings of all meetings of the Chapter and its Board of Directors and Council. Minutes shall include, but not limited to, the purpose of each meeting, list of those members present, Motions made and passed, and financial report. The minutes shall be distributed on or before the next scheduled meeting.
6. **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 at each meeting. The Treasurer shall collect and pay all applicable membership dues. Treasurer shall 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. Treasurer shall distribute a financial report at each regularly scheduled meeting.

Article V – Nominations and Elections

1. The Board of Directors will present a proposed new slate of officers to be voted on at the September/October meeting. Following recommendation of the new slate, the floor shall be opened to the general membership for further nominations. The new officers shall be installed at the following meeting and shall conduct the first scheduled meeting of the new calendar year.
2. Any office vacated for ninety (90) days or more will cause to invoke paragraph 1 of this Article. Any office vacated will be filled for the remainder of the current term by any past president, to be voted on by the membership at the next meeting.
3. The Board of Directors may remove from office by a majority vote, any officer on examination and due proof of the truth of a written complaint by any director of misconduct, incapacity or neglect of duty, provided that at least one (1) week's previous notice in writing 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.

4. Maximum term of office by any individual in any one (1) office is three (3) years upon annual elections.
5. No member shall be considered for office unless he or she has been an active member in good standing for at least one year immediately preceding the election.
6. 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 the National Institute of Governmental Purchasing, Inc. By-Laws.

Article VI – Funds

1. **Dues:** The amounts shall be recommended by the Board of Directors and set by vote of the members annually at a regular meeting.
2. **Funds:** Funds will be held in a bank account as maintained by the Treasurer. Expenditures require approval of the Board of Directors and disbursed by check with a double signature of the President, Vice President or Treasurer, whose signatures will be registered with the bank. Credit cards may be issued to committee chairs as approved by the President.
3. **Expenditures:**
 - a. The Chapter shall pay all reasonable costs, to include registration, and hotel expenses, for the Chapter President and another officer (as determined by the Board of Directors) 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.
 - b. Contingent upon the availability of Chapter funds, the Board of Directors may approve another officer 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 make payment at the per diem and mileage rates based upon the current Federal Rate Schedule.
 - c. 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.
4. **Audits:**
 - a. An annual internal audit of the preceding year's financial documents shall be conducted.
 - b. An external audit shall be conducted every three years.

Article VII – Meetings

1. The Chapter will meet bi-monthly.
2. The dates and locations will be determined by the membership.

Article VIII – Committees

1. Committees shall be designated by the Board of Directors based on the needs of the Chapter. The President-Elect shall make appointments to each committee for all new terms that coincide with the president's term.



2. The Committee Chairpersons will report to the membership at the direction of the President.

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 15% 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 with a copy present at regular meetings in the custody of the Chapter Parliamentarian.
3. The duties of each of the officers and committees, and procedures are further delineated in the Procedures Manual, as approved by the Board of Directors.

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 a regular meeting, and as approved by NIGP National, as necessary.
2. Any proposed amendment must be submitted in writing to the membership at a regular meeting and shall be voted on at the next regular meeting.

Article XI – Code of Ethics

The Chapter shall adopt as its Code of Ethics those of the National Institute of Governmental Purchasing, Inc.

