

BYLAWS

ARTICLE I - MEMBERSHIP

1. Regular membership: Regular membership in the Chapter shall be open to: All public agency procurement 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. b) A person with full time employment in a position having a direct influence on the public procurement process such as department heads and educators, c) and others interested in governmental procurement who are willing to actively support and subscribe to the objectives of this organization.
2. Honorary Lifetime Membership: Honorary lifetime membership for individuals who have made distinguished contributions to the purchasing profession of this Chapter may be conferred by two-thirds vote of the voting members present at the annual meeting. Honorary lifetime members shall be entitled to vote or hold office and shall be exempt from payment of fees and dues.
3. Retired Membership: Retired membership may be granted to members of this Chapter upon their retirement from active employment, and upon written request to the Board of Directors for such membership. Retired members shall be entitled to vote or hold office and shall pay a reduced rate for membership dues.
4. Admission: An applicant becomes a Desert Southwest Chapter member upon acceptance of the application and payment of membership fee.
5. No person is eligible for general membership who is regularly engaged in selling, conducting the solicitation of orders, or who is in charge of, or responsible for sales, even though such person may be otherwise eligible for membership; however, no person shall be ineligible by reason of incidentally disposing of scrap, surplus stock or equipment of the agency by which he or she is employed.
6. Application for General membership shall be submitted upon the application form supplied by the Desert Southwest Chapter for that purpose, and shall be accompanied by such fees and dues as may be required. Such application shall be approved by the Chairman of the Membership Committee who shall be charged with certification of eligibility in accordance with the Bylaws. Applications require approval of two-thirds of the Chapter's Board of Directors in attendance at its regular meeting.
 - a) If and when applications receive the approval of a quorum of the Chapter's Board of Directors, the new member shall be announced to the chapter.
 - b) If the Membership Secretary receives no objection within five days, then and in that case, the applicant shall be admitted to general membership and so reported at the next regular meeting of the Chapter. If, however, any member, within the five-day period, shall register any objection to any of the applicants, the questioned applications together with specific objections in writing shall be referred to the Board of Directors for final action.
 - c) Transfers: General membership in this Chapter is vested in the individual position and is transferable only to a member's successor in the case of regular members. Such

application for transfer is subject to the approval by the Membership Committee and approval of a quorum of the Board of Directors.

In cases where the member has changed employers, and the former employer paid membership dues, the former employer may request a transfer of membership to the successor.

Transfers shall occur with no additional cost, as membership materials are expected to transfer also. Replacement of membership materials may occur upon payment of a nominal fee as set by the Board. The departed member may reapply if he or she continues to meet membership criteria as stated under Article I of the Bylaws and submits payment of dues as stated under Article II of the Bylaws.

ARTICLE II – DUES

1. The annual dues shall be paid in advance, dating from January first each year. Dues shall be set annually by the Board of Directors. Dues shall be pro-rated for chapter members enrolling for less than twelve months. Retired members shall pay one-third the cost, rounded off to the nearest dollar, per year, as recommended and approved by the Board of Directors.
2. All annual dues of regular members shall include the assessed yearly dues of the National Institute of Governmental Purchasing.
3. **DELINQUENT DUES AND MEMBERSHIP IN GOOD STANDING:** Any member whose dues, or other funds owed to the chapter, are delinquent for more than sixty days after renewal date shall automatically cease to be a member in good standing. The member may be reinstated upon payment of funds owed, provided the member meets membership eligibility.

ARTICLE III – MEMBERSHIP MEETINGS

1. The annual business meeting of this Chapter for the election of officers, and the transaction of such other business as may come before it shall be held at the regular meeting in April. The Board of Directors may call special business meetings of the members on 30 days' notice in writing. A quorum at any business meeting shall consist of a majority of the current members present of the Chapter.
2. Regular quarterly program meetings shall be held, except those that may be changed or dispensed with at the discretion of the Board of Directors.
3. The Recording Secretary shall notify all members of the time and location of all meetings at least 7 days in advance of the meeting.
4. Each member will be asked to make a reservation for each regular membership meeting. Members shall be financially responsible for any reservations made for meals, unless cancellation is accomplished at least one working day prior to the meeting date.

ARTICLE IV – DIRECTORS AND OFFICERS

1. **Board of Directors:** The governing body of this Chapter will be an executive board consisting of the President, Vice President, Treasurer, Recording Secretary, Education Secretary, Membership Secretary, and the Past President shall be known as the Board of Directors. In addition, each Board member shall be responsible for oversight of at least one committee.

2. President: The President shall exercise a general supervision over the affairs of the chapter, preside over all meetings of the chapter, and perform all duties incidental to the office of President. The President shall delegate duties to other officers and committee chairs, but shall hold ultimate responsibility for ensuring completion of all assigned duties. The term of office shall be for one year.
3. Vice President: The Vice President shall serve as the Chair of the Awards and Recognition Committee and such other duties as assigned by the President. In addition, the Vice President shall serve as the President in the President's absence. The term of office shall be for one year.
4. Recording Secretary: The Recording Secretary shall maintain a written record of the proceedings of all meetings of the chapter and perform the usual duties of Recording Secretary. The written records shall be distributed to the general membership no later than the next chapter meeting. The Recording Secretary shall also prepare and distribute meeting notices (agendas and minutes of previous meetings) held no later than one week prior to scheduled meetings. The term of office shall be for two years.
5. Treasurer: The Treasurer shall be responsible for the collection and deposit of funds of the chapter and shall render a true and complete report relative to the affairs of the office at each meeting. The Treasurer shall: collect meeting fees at each meeting; solicit and collect annual membership dues; collect fees for chapter merchandise (mugs, t-shirts, etc.); and shall collect seminar fees and any other chapter revenue. The Treasurer shall pay chapter bills in a prompt manner. A detailed recording of each transaction, revenue deposited or expenditure paid shall be kept. The term of office shall be for two years.
6. Education Secretary: The Education Secretary shall coordinate the activities of the Education and Seminar committees and also perform such duties as assigned by the President. The term of office shall be for one year.
7. Membership Secretary: The Membership Secretary shall coordinate the activities of the Membership committee and also perform such duties as are assigned to him or her by the President. The term of office shall be for one year.
8. Past President: The Past President shall serve in an advisory capacity only and shall have no direct duties or responsibilities related to the functioning of the Board of Directors. The Past President is not a voting member of the Board of Directors.
9. Responsibilities: The Board of Directors shall manage the affairs of the Chapter, and shall have authority to take such actions as will best serve the interests of the Chapter and its members. The actions of the Board of Directors will be ratified by a vote of the general membership at its next annual meeting.
10. The President shall determine the time, date and location of Board of Directors' meetings. Members of the Board are to be advised by the Secretary, at least fifteen (15) days prior to the scheduled meeting date. The Board of Directors may meet regularly and shall meet at least once per quarter.
11. Special meetings of the Board of Directors may be called in writing at the discretion of the President, on not less than 3 days notice in writing.
12. A quorum at a Board meeting shall consist of a majority of the members of the Board. The Board may meet by telephone conference call, or may act in writing by unanimous consent.

13. Removal from Office: Any Officer or member of the Board of Directors may be recommended for removal from office by a three-fourths vote of the Board members present at any Board meeting. Such Officer or Director shall have at least thirty days notice and full opportunity to defend himself, in person before the membership, before final vote is taken by the membership. Removal from office requires a two-thirds vote of the voting members. Recommendation for removal from office requires a two-thirds vote of the voting members. Recommendation for removal from office must be reasonable grounds for such action (judicial proceedings that prevent officer or member from attending meetings, non-attendance at meetings, relocation of officer or member, etc.)

In the event of a tie vote by the Board of Directors, the following actions may be taken:

- a. the item may be reconsidered at a later Board meeting; or
- b. a member of the Board may bring the item up at a regular Chapter meeting for discussion and vote.

14. Officers shall be required to remain a member in good standing throughout the term of their office.

ARTICLE V – ELECTION OF OFFICERS

1. Officers shall be elected annually or biannually at the anniversary date of the organization from a slate of candidates presented by a nominating committee and any eligible members nominated from the floor. A majority of those voting will be required for a candidate to win election.
2. No member of this Chapter shall be considered for any office unless he or she has been a member in good standing for at least six (6) months immediately preceding the election.

ARTICLE VI – TERM OF OFFICE

1. The term of office of all officers shall commence on January 1st following the election.
2. The term of office of all officers shall be as stated under Article IV. Under no circumstances shall an officer serve more than four (4) consecutive years in the same office.

ARTICLE VII – VACANCIES

1. Vacancies shall be filled for the unexpired term of the office which has become vacant by appointment by the President and approved by a quorum of the Board of Directors present at the next regular meeting following the occurrence of the vacancy. Appointment shall be in accordance with Article I (Section 4) of the Bylaws, except that incumbent officers may assume the duties of a vacant office on the Board of Directors, considering the following hierarchy: Vice President, Recording Secretary, Treasurer, Education Secretary, and Membership Secretary.

ARTICLE VIII – FUNDS

1. A bank account for the chapter shall be maintained with four signatures registered, to include the President, Vice President, Recording Secretary, and Treasurer, any two of which shall be required on all checks written on behalf of the Chapter.
2. The account shall be balanced with each bank statement. All revenue must be deposited into the bank account and all expenses paid by check, with the exception of small petty cash purchases, which require the submittal of receipts. The President shall approve all petty cash purchases, up to \$100.00. Expenditures exceeding \$100.00 shall require the approval by a quorum of the Board of Directors at its next meeting.
3. An annual audit may be conducted on the bank account and findings presented to the Chapter membership. The President will ensure an annual audit is conducted by two volunteer officers from the Board of Directors or volunteers from the general membership or a combination of both or the President may request approval by the Board of Directors to have a professional auditor conduct a review of the Chapter's account.

ARTICLE IX – PROGRAMS

1. The Chapter will annually sponsor programs that support objectives defined in Article III of the Bylaws.
2. The programs of the Chapter should include, but not be limited to:
 - A program to strengthen the relationship between the vendors and government agencies.
 - A program to provide educational development for public purchasing professionals and other chapter members in the Desert Southwest region.
 - A program to assist purchasing professionals in meeting certification/re-certification requirements of the Universal Public Purchasing Certification Council.
3. The scope of the programs will be determined annually by the Board of Directors.

ARTICLE X – CHAPTER REPRESENTATION

1. The President shall represent the Chapter at events designated by the membership such as boards, commissions, conventions, etc. Providing adequate funds are available in the Chapter account, the Chapter will pay the full registration fee and reimbursement for travel (air fare or mileage if traveling by vehicle, whichever is less), hotel and meals for the President to attend the National Forum **if the budget and fund-raising allow**, given the priorities as identified by the membership. Should the President be unable to represent the Chapter at a designated event, another Board member or the at-large delegates may be sent as a delegate to attend the National Forum. The following is the order of priority: Vice President, Recording Secretary, Treasurer, Education Secretary, Membership Secretary, or at-large delegates as stated below.

2. In addition to the President, the Chapter may elect up to two (2) additional at-large delegates from the general membership to attend the National Forum, in accordance with Section 3 below.
3. Providing adequate funds are available in the Chapter account, the Chapter will provide financial support of its members at educational conferences and for certification/re-certification costs. The Board of Directors shall consider all education/certification/re-certification and forum reimbursement requests, and shall determine the priority of the requests based on the following criteria:
 - a. Commitment of member to the Chapter, to be determined by such measures as recent or current Board member or committee chair/membership; active participation in Chapter meetings, as determined by the attendance rosters for the last 2 years; and
 - b. Employment which relates directly to the procurement of goods, services or construction.

In addition, up to \$500.00 may be provided to any member in good standing to attend national, regional or local NIGP educational conferences. This \$500.00 cap may be increased for any given event, provided the Board of Directors approves and the general membership ratifies this increase.

Reimbursement for meals and hotel shall not exceed current federally-approved rates. Whenever possible, agencies should be encouraged to provide financial support for their own members.

4. Nothing in this article shall be intended to discourage individual members from participating in regional or national events sponsored by NIGP or to prevent the Chapter from providing financial support when deemed reasonable and appropriate by the membership.

ARTICLE XI – COMMITTEES

1. The Education Committee (Standing Committee) shall be responsible for arranging the educational speakers and other events for monthly meetings (scheduling facilities, arranging for audio visual equipment, etc). The Education Committee shall also be responsible for coordinating all activities related to formal seminars (attendance rosters, name tags, registration, etc).
2. The Membership Committee (Standing Committee) shall track membership, provide membership materials, shall provide membership information to potential members, and shall coordinate annual membership drives.
3. The Awards & Recognition Committee (Appointed Committee) shall coordinate the awards and scholarship program and shall also be responsible for coordinating the selection of delegates to be sent to the Forum and associated fundraisers to provide the funding.

4. The Nominations Committee (Appointed Committee) shall perform the following functions:
 - The Committee shall receive and evaluate recommendations from the members regarding individuals suggested for candidacy. The Committee will be responsible for confirming that each candidate is willing to serve and hold the respective office.
 - The Committee shall select at least one candidate for each office for which a term is expiring. This slate of nominees will be turned over to the President no later than one week prior to the meeting.
 - No changes in nominees on this slate may be made after submission to the President except at the request of the nominee.
 - Nominations may be made from the floor at any monthly meeting prior to the election meeting, but only if the nominee has given express permission that his/her name be placed in nomination.
5. The Bylaws Committee (Appointed Committee) shall review the bylaws for necessary revisions, at least once every five years, and shall ensure that any revisions to the bylaws have been approved by a quorum of the general membership.
6. The President may appoint a Chairperson for each Committee, when or if the need arises. The President may appoint additional committees as required.
7. Committee meetings may be called as often as necessary to accomplish the assigned goals and objectives of each Committee.

ARTICLE XII – PROCEDURES

1. Quorum: A quorum shall be required to conduct business of the chapter.
 - A majority of the general membership must be either present or vote by email to change the Chapter Bylaws.
2. Robert's Rules of Order shall govern all meetings of this association when a point of order is called for.
3. The order of business shall be at the presiding Officer's discretion.
4. Questions of procedure shall be disposed of under Robert's Rules of Order when not in conflict with the Bylaws.

ARTICLE XIII – AMENDMENTS

These Bylaws may be amended at the Chapter's annual business meeting (or at a special business meeting) by a two-thirds majority of the voting members in attendance, provided that such proposed amendment shall first have been submitted in writing and disseminated to the general membership thirty (30) calendar days prior to the date of the meeting.