

**MINNESOTA CHAPTER  
OF  
THE NATIONAL INSTITUTE OF GOVERNMENTAL PURCHASING**

**BYLAWS**

**ARTICLE I: MEMBERSHIP**

- A. Active membership will include any person actively engaged in governmental purchasing from any tax-supported agency, upon payment of current dues. Each active member shall be entitled to one vote.
- B. Associate membership will include any person not eligible for active membership, who is interested in the principles and practices of governmental purchasing, upon payment of current dues. Any person engaged in the sale of any product, items or service will not be eligible for associate membership. Associate members shall have no vote in the business of the organization.
- C. Honorary membership. Any active member may submit the name of a candidate for Honorary membership to the Board of Directors for approval. Candidates for Honorary membership must have made distinguished contributions to the purchasing profession or to this organization. Honorary membership may then be conferred by a simple majority vote of the active members. Honorary members shall not be entitled to vote or hold office and shall be exempt from payment of dues; but may serve on all committees, attend meetings, and pay for and attend activities of the organization.
- D. All applications for membership shall be submitted to the membership committee for consideration and then submitted to the Board of Directors for ratification by a majority vote.
- E. Dues.
  - 1) Active, Associate, and Agency membership dues shall be reviewed annually by the Board of Directors at their October meeting. The Board will present any recommended changes to the membership at the November meeting. A majority vote of the membership is required to approve any changes.
  - 2) Dues are payable for a yearly period commencing on January 1 and ending on December 31 of each year. Dues shall not be prorated, regardless of when a person becomes a member.
  - 3) Members of the Board of Directors are not required to pay dues.
  - 4) Membership of a person whose payment of dues is ninety (90) days in arrears, may be revoked by the Board of Directors upon written notice, effective on the date of the notice. Membership may be reinstated upon full payment of all delinquent dues.

**ARTICLE II: BOARD OF DIRECTORS**

- A. The Board of Directors shall consist of these five officers: President, Vice-President, Secretary, Treasurer, Past President, and four directors; and shall conduct the business of the organization when the membership is not meeting.
- B. Board members shall be chosen by a majority vote of the active members present at the annual meeting of the organization and will include ballots received by the President prior to the meeting.
- C. No Board member shall be elected to more than two consecutive terms in the same office.
- D. Vacancies shall be filled by a majority vote of the members of the Board of Directors to serve the remainder of the term.
- E. Duties of the Board members shall correspond to those normally expected of their respective office, as defined in the Chapter Resource Directory.

- F. Terms of President and Vice-President shall be for one year; the Secretary and Treasurer shall be for two years. After the initial election of officers, the Vice-President shall automatically be elected to fill the office of President for the ensuing year.
- G. Terms of the Directors, after the initial period, shall be two Directors for one year, and two Directors for two years. Thereafter two Directors shall be elected each year for two year terms.
- H. The officers shall be elected at the annual meeting, and shall hold office based on a calendar year, January through December.
- I. Five members of the Board of Directors shall constitute a quorum for the transaction of business.
- J. No action of the Board of Directors shall be binding unless there are at least five affirmative votes.

### **ARTICLE III: EXECUTIVE COMMITTEE**

- A. The Executive Committee shall consist of the President, Vice-President, Secretary, Treasurer and the immediate past president.
- B. Four members of the Executive Committee shall constitute a quorum for the transaction of business.
- C. The Executive Committee may transact such business of the Institute as the Board may authorize between meetings of the Board. The Committee shall also be responsible for ensuring the implementation of directives and policies established by the Board of Directors.

### **ARTICLE IV: COMMITTEES**

- A. There shall be the following standing committees:
  - 1) Constitution/Bylaws/Legislation
  - 2) Program/Buying Techniques
  - 3) Membership
  - 4) Professional Development & Training
  - 5) Nominating
  - 6) Newsletter
  - 7) Annual Conference - to be chaired by the current Vice President
- B. Committees shall make periodic progress reports to and request approval of any actions to be taken at regularly scheduled Board of Directors.
- C. When the Board of Directors is not in session, Committee must receive approval from the Executive Committee for any actions requiring immediate attention.

### **ARTICLE V: ANNUAL MEETING ORDER OF BUSINESS**

- A. Roll Call
- B. Reading of Minutes
- C. Secretary-Treasurer's Report
- D. Report of Standing Committees
- E. Report of Special Committees
- F. Communications
- G. Unfinished Business
- H. New Business
- I. General Discussion
- J. Election of Officers
- K. Adjourn

## **ARTICLE VI: MEETINGS**

- A. Membership Meetings
  - 1) The organization shall hold an annual meeting of the membership each year and such other membership meetings during the year, as determined by the Board of Directors, for the purpose of transacting business requiring official action. Normally these meetings will be held on a Friday in January, March, May, July, September, and November of each year.
  - 2) Written or electronic notice of the membership meetings shall be sent to all members at least 10 days before the meeting.
- B. Board of Director Meetings
  - 1) The Board shall meet on a monthly basis in February, April, June, August, October, and December of each year, as schedule by the Board members.
  - 2) The Board is allowed to conduct the official business of the organization through any electronic means available, as long as all Board members have reasonable access to that means. The electronic votes shall be reported by the President and recorded in the minutes at the next organization meeting.
- C. Special Meetings
  - 1) Special meetings of the Board or the membership may be called by the President for the purpose of transacting business requiring official action. Notice of such special meeting shall be sent to all members stating the purpose of the meeting, at least 10 days prior to the meeting. Only those items specified in the meeting notice shall be considered at special meetings.

## **ARTICLE VII: RULES OF ORDER**

- A. Roberts "Rules of Order" shall govern all proceedings that are not consistent with the constitution and bylaws.

## **ARTICLE VIII: AFFILIATION**

- A. This Organization shall be affiliated with the National Institution of Governmental Purchasing.

## **ARTICLE IX: FISCAL YEAR**

- A. The fiscal year of the organization shall be January 1 through December 31 of each year.

## **ARTICLE X: NATIONAL CONFERENCE FEE**

- A. The chapter will make available an annual dollar amount set by the Board of Directors for use by the current President to meet National NIGP Conference expenses.
- B. In the event the President shall not attend the National NIGP Conference, the dollar amount will be made available to another representative from the Board of Directors first, in order of office as listed in Article II; or secondly, as designated by the Board.

## **ARTICLE XI: AMENDMENTS**

- A. The Constitution and bylaws of this organization may be amended at any regular or special meeting by a two-thirds vote of the active membership present providing that written notice of the proposed amendment has been mailed to all members at least 15 days before the meeting.