



National Conference Fee Policy

Adopted: February 22, 2008

Modified: June 20, 2011

The Minnesota Chapter of the National Institute of Governmental Purchasing Bylaws, Article X: National Conference Fee, states as follows:

- 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.*

The intent of the original authors of the Bylaws was to provide an annual dollar amount to the current President, to enable the President to attend the Annual Forum by lessening the financial impact on the President or their governing entity. Therefore, the Minnesota Chapter of NIGP has prepared the following policy to clarify the intended use and amount of these funds as well as the progression of succession should the president not attend the National Forum.

- The dollar amount for the National Forum shall be set by the Board of Directors during the budget process, and shall be presented to the membership as part of the budget for approval during the Annual Meeting in January of each year.
- The amount budgeted shall include, but not exceed the amount of the Standard National NIGP Member Registration Fee for the National Forum as set by NIGP.
- Request for these funds will be on a reimbursement basis, and shall not exceed the amount budgeted. An original or copy of a receipt for Forum expenses must be turned in to the Treasurer before a check can be written.

Further, in the event that the President will not be attending or need the funds in order to attend the Annual Forum, the dollar amount budgeted will be made available to another representative in the following manner;

- First – from the Board of Directors in the order of office. Order of office being: President; Vice President; Secretary, Treasurer; Past President; director (Board Member); or
- Second - the Board will allocate the funds as decided upon.

