



Grand Canyon Chapter



MEMBERSHIP PACKET

Grand Canyon Chapter of NIGP

Membership Packet

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Welcome Message

From the chapter's beginnings in 2007, the Grand Canyon Chapter has served a diverse group of purchasing professionals throughout the northern and the most western parts of Arizona. Although we have some cultural, geological, and socio-economic diversity, our vision for the Grand Canyon Chapter of NIGP is to be the forum for ongoing professional development of purchasing members from public school districts, government entities, political subdivisions, and nonprofit educational, purchasing cooperatives, or healthcare institutions.

We continually strive for ways of sharing our experiences by encouraging other public procurement staff members to share their unique experiences and thoughts by joining our membership. Through our networking, participation, problem solving, and leadership, we further the goals of public procurement professionals in Arizona. In part, we accomplish this in our ethical practices, and treatment of the stakeholders we serve.

I joined the chapter in 2009 and was very humbled to be nominated and elected as the chapter president for 2012 – 2013. My goals will be to promote our chapter at every opportunity, develop programs and guidelines that will strengthen our chapter's mission and vision, increase chapter membership and participation, and hope to build camaraderie among our chapter members that will be considered second-to-none.

Some of us have experienced drastic changes in our departments and organizations during this recession. Some of these changes have resulted in more assigned responsibilities, loss of funding for departments, procurements and other expenses, and in some cases, the sorrowful departure of good friends and coworkers. These past few years have been a new learning experience for us all. Hopefully, we have emerged stronger, and wiser from the many challenges we faced. Through the sharing of similar or unique issues, we as a group provided valuable input for the resolve of the various issues and tasks that we had faced individually.

I would like to express my gratitude to all of our Chapter members for their commitment, dedication, and resources. Without you this Chapter couldn't exist and thrive. A special thank you goes to all who have served in an elected office, as a committee member or a volunteer. It was your leadership, efforts, and continued support, which have allowed this Chapter and its members to flourish.

Chapter meetings are held every other month at varying locations across our chapter's territory. We encourage participation through personal attendance or telephonically. Free conference calling is available to all. We provide this for the participation of our members who may have to travel long distances, or do not have the time to take away from their duties to attend in person.

Some of the objectives we promote through our membership are:

- Advancement of our procurement profession
- Application of ethical standards by use of fair and impartial methods, practices and standards

- Gather and distribute useful information for its members
- Exchange experiences and ideas
- Host and support useful educational events and certification of our members
- Uphold the objectives and purpose of the NIGP and our Chapter
- Provide the highest value for every tax dollar spent

I encourage you to become an active part of this unique experience and professional development by completing a membership application today. Please follow the link provided on our website, or contact me directly or any one of our chapters' members at any time.

Michael S. Carter, CPPB

A handwritten signature in black ink, appearing to read "Michael S. Carter". The signature is fluid and cursive, with the first name "Michael" and last name "Carter" being clearly distinguishable.

ABOUT US

The Grand Canyon Chapter of the National Institute of Governmental Purchasing (NIGP) was granted its charter on June 26, 2007. An executive board governs the chapter as a three member board elected by chapter members.

CHAPTER PURPOSE

Promote cooperation, collaboration and understanding in the procedures followed by public procurement among public agencies and officials.

Provide a professional networking forum for the exchange of ideas, guidance, research and experiences among public procurement officials, including a local list serve available for electronic networking capabilities.

Support and promote ethical public procurement.

Support the principles and concepts of effective competition, increased public confidence and equitable treatment of all persons involved in public procurement.

Sponsor such other activities as may be useful in providing its members with knowledge for efficient procurement; to strive by all legitimate means to advance the public procurement profession; and to observe the purposes, aims and objectives of the National Institute of Governmental Purchasing.

MEMBERSHIP DUES

Annual membership dues run from July 1 through June 30.

Annual dues are \$50.00 per person.

COMMITTEES

Finance: The Finance Committee's primary responsibilities are to plan, establish and execute the Chapter's financial program. To prepare and present the Chapter's annual report, financial analysis and statements. To supervise, coordinate and review the Committee's budget proposals for the year.

Education/Certification/Awards: The ECA Committee's primary responsibilities are to plan, establish and coordinate educational programs which further the knowledge, expertise and professionalism of the membership, such as organizing workshops and NIGP seminars and towards CPPB and CPPO certification.

Outreach: The Outreach Committee's primary responsibilities are to organize an effective recruiting program. To prepare materials for distribution to potential members and to help familiarize them with the Chapter.

Values and Guiding Principles of Public Procurement

Accountability

Taking ownership and being responsible to stakeholders for our actions...essential to preserve the public trust and protect the public interest.

Principles:

- n Apply sound business judgment.
- n Be knowledgeable of and abide by all applicable laws and regulations.
- n Be responsible stewards of public funds.
- n Maximize competition to the greatest extent practicable.
- n Practice due diligence.
- n Promote effective, economic, and efficient acquisition.
- n Support economic, social, and sustainable communities.
- n Use procurement strategies to optimize value to stakeholders.

Ethics

Acting in a manner true to these values...essential to preserve the public's trust.

Principles:

- n Act and conduct business with honesty and integrity, avoiding even the appearance of impropriety.
- n Maintain consistency in all processes and actions.
- n Meet the ethical standards of the profession.

Impartiality

Unbiased decision-making and action...essential to ensure fairness for the public good.

Principles:

- n Be open, fair, impartial, and non-discriminatory in all processes.
- n Treat suppliers equitably, without discrimination, and without imposing unnecessary constraints on the competitive market.
- n Use sound professional judgment within established legal frameworks to balance competing interests among stakeholders.

Professionalism

Upholding high standards of job performance and ethical behavior...essential to balance diverse public interests.

Principles:

- n Be led by those with education, experience, and professional certification in public procurement.
- n Continually contribute value to the organization.
- n Continually develop as a profession through education, mentorship, innovation, and partnerships.
- n Develop, support, and promote the highest professional standards in order to serve the public good.
- n Seek continuous improvement through on-going training, education, and skill enhancement.

Service

Obligation to assist stakeholders...essential to support the public good.

Principles:

- n Be a crucial resource and strategic partner within the organization and community.
- n Develop and maintain relationships with stakeholders.
- n Develop collaborative partnerships to meet public needs.
- n Maintain a customer-service focus while meeting the needs, and protecting the interests, of the organization and the public.

Transparency

Easily accessible and understandable policies and processes...essential to demonstrate responsible use of public funds.

Principles:

- n Exercise discretion in the release of confidential information.
- n Maintain current and complete policies, procedures, and records.
- n Provide open access to competitive opportunities.
- n Provide timely access to procurement policies, procedures, and records.

Adopted by



October 23, 2010



NIGP CODE OF ETHICS

The Institute believes, and it is a condition of membership, that the following ethical principles should govern the conduct of every person employed by a public sector procurement or materials management organization.

Seeks or accepts a position as head (or employee) only when fully in accord with the professional principles applicable thereto and when confident of possessing the qualifications to serve under those principles to the advantage of the employing organization.

Believes in the dignity and worth of the service rendered by the organization, and the societal responsibilities assumed as a trusted public servant.

Is governed by the highest ideals of honor and integrity in all public and personal relationships in order to merit the respect and inspire the confidence of the organization and the public being served.

Believes that personal aggrandizement or personal profit obtained through misuse of public or personal relationships is dishonest and not tolerable.

Identifies and eliminates participation of any individual in operational situations where a conflict of interest may be involved.

Believes that members of the Institute and its staff should at no time, or under any circumstances, accept directly or indirectly, gifts, gratuities, or other things of value from suppliers, which might influence or appear to influence purchasing decisions.

Keeps the governmental organization informed, through appropriate channels, on problems and progress of applicable operations by emphasizing the importance of the facts.

Resists encroachment on control of personnel in order to preserve integrity as a professional manager. Handles all personnel matters on a merit basis, and in compliance with applicable laws prohibiting discrimination in employment on the basis of politics, religion, color, national origin, disability, gender, age, pregnancy and other protected characteristics.

Seeks or dispenses no personal favors. Handles each administrative problem objectively and empathetically, without discrimination.

Subscribes to and supports the professional aims and objectives of the National Institute of Governmental Purchasing, Inc.

GUIDELINES TO THE NIGP CODE OF ETHICS

I. RESPONSIBILITY TO YOUR EMPLOYER

Follow the lawful instructions or laws of the employer.

Understand the authority granted by the employer.

Avoid activities, which would compromise or give the perception of compromising the best interest of the employer.

Reduce the potential for any charges of preferential treatment by actively promoting the concept of competition.

Obtain the maximum benefit for funds spent as agents for the employer.

II. CONFLICT OF INTEREST

Avoid any private or professional activity that would create a conflict between your personal interest and the interests of your employer.

Avoid engaging in personal business with any company that is a supplier to your employer.

Avoid lending money to or borrowing money from any supplier.

III. PERCEPTION

Avoid the appearance of unethical or compromising practices in relationships, actions and communications.

Avoid business relationships with personal friends. Request a reassignment if the situation arises.

Avoid noticeable displays of affection, which may give an impression of impropriety.

Avoid holding business meetings with suppliers outside the office. When such meetings do occur, the meeting location should be carefully chosen so as not to be perceived as inappropriate by other persons in the business community or your peers.

IV. GRATUITIES

Never solicit or accept money, loans, credits or prejudicial discounts, gifts, entertainment, favors or services from your present or potential suppliers which might influence or appear to influence purchasing decisions.

Never solicit gratuities in any form for yourself or your employer.

Items of nominal value offered by suppliers for public relations purposes are acceptable when the value of such items has been established by your employer and would not be perceived by the offeror, receiver or others as posing an ethical breach.

Gifts offered exceeding nominal value should be returned with an explanation or if perishable either returned or donated to a charity in the name of the supplier.

In the case of any gift, care should be taken to evaluate the intent and perception of acceptance to ensure that it is legal, that it will not influence your buying decisions, and that it will not be perceived by your peers and others as unethical.

V. *BUSINESS MEALS*

There are times when during the course of business it may be appropriate to conduct business during meals. In such instances, the meal should be for a specific business purpose.

Avoid frequent meals with the same supplier.

The purchasing professional should be able to pay for meals as frequently as the supplier. Budgeted funds should be available for such purposes.

VI. *CONFIDENTIAL INFORMATION*

Keep bidders' proprietary information confidential.

Develop a formal policy on the handling of confidential information.

VII. *RELATIONSHIP WITH THE SUPPLIER*

Maintain and practice, to the highest degree possible, business ethics, professional courtesy, and competence in all transactions.

Association with suppliers at lunches, dinners or business organization meetings is an acceptable professional practice enabling the buyer to establish better business relations provided that the buyer keeps free of obligation. Accordingly, it is strongly recommended that if a seller pays for an activity that the buyer reciprocate.

Purchase without prejudice, striving to obtain the maximum value for each dollar of expenditure.

Preclude from showing favoritism or be influenced by suppliers through the acceptance of gifts, gratuities, loans or favors. Gifts of a nominal value that display the name of a firm which is intended for advertisement may or may not be accepted in accordance with the recipient's own conscience or jurisdictional rules.

Adhere to and protect the supplier's business and legal rights to confidentiality for trade secrets, and other proprietary information.

Refrain from publicly endorsing products.

VIII. RELATIONSHIP WITH THE EMPLOYER

Remain free of any and all interests and activities, which are or could be detrimental or in conflict with the best interests of the employer.

Refrain from engaging in activities where the buyer has a significant personal or indirect financial interest.

Exercise discretionary authority on behalf of the employer.

Avoid acquiring interest or incurring obligations that could conflict with the interests of the employer.

IX. RELATIONSHIPS WITH OTHER AGENCIES AND ORGANIZATIONS

A buyer shall not use his position to exert leverage on individuals or firms for the purpose of creating a benefit for agencies or organizations that he may represent.

All involvement and transactions shall be handled in a professional manner with the interest of the buyer's employer taking precedent.

X. RELATIONSHIP WITH PROFESSIONAL PURCHASING ORGANIZATIONS AND ASSOCIATIONS.

It is the obligation and the responsibility of the buyer, through affiliation with professional organization, to represent that organization in a professional and ethical manner.

A buyer shall not use his position to persuade an individual or firm to provide a benefit to an organization.

XI. POLICY

It is the policy of NIGP that any member of the Institute who personally, or on behalf of his local chapter, is involved in the process of acquiring advertisers and/or exhibitors on behalf of the Institute, shall act only in the capacity of providing referrals of potential or interested parties to the Institute. As a result of such referral, should the Institute form a contractual obligation, appropriate credit shall be given to the individual or chapter.

CONSTITUTION

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ARTICLE I - GRAND CANYON CHAPTER

The name of this organization shall be the Grand Canyon Chapter of NIGP (The Institute for Public Procurement).

ARTICLE II – PURPOSES

The purposes of this organization are:

- Promote and encourage ongoing professional development and competence through continuing education, seminars, training and certification of those engaged in the profession of public procurement
- Promote cooperation, collaboration and understanding in the procedures followed by public procurement professionals among public agencies and officials;
- Provide a professional networking forum for the exchange of ideas, guidance, research, and experiences among public procurement officials, including a local list serve available for electronic networking capabilities;
- Support and promote ethical public procurement practices;
- Support the principles and concepts of effective competition, increased public confidence and equitable treatment of all persons involved in public procurement;
- Sponsor such other activities as may be useful in providing its members with knowledge for efficient procurement; to strive by all legitimate means to advance the public procurement profession; and to observe the purposes, aims and objectives of the Institute for Public Procurement.

ARTICLE III -MEMBERSHIP

The membership shall consist of Regular, Student, Honorary, and Retired memberships.

Admission: Application for admission is outlined in the Chapter By-Laws, Article III, and paragraph 3.

Revocation: Revocation of membership is outlined in the Chapter By-Laws, Article III, and paragraph 4.

ARTICLE IV - OFFICERS AND ADMINISTRATION

The following shall constitute the officers of the Chapter:

1. President
2. Vice President
3. Secretary
4. Treasurer

The Board of Directors shall consist of the immediate Past President, President, Vice President, Secretary, Treasurer and standing Committee Chairpersons.

ARTICLE V - NOMINATIONS AND ELECTIONS

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The President appoints the Nominating Committee and its Chairperson. The Nominating Committee will recommend a slate of candidates for officer positions to the membership for acceptance at the March Chapter meeting. Officers shall be elected via e-mail prior to the May meeting from the slate of candidates presented by the Nominating Committee and any eligible and consenting member nominated from the floor. A simple majority vote of regular members will be required for a candidate to win election. Votes will be counted in accordance with the Bylaws.

The following officers shall be elected:

President
Vice President
Secretary
Treasurer

In the event of a vacancy in the President's position, it shall be filled by the Vice President until a special election held in accordance with the Bylaws. All other vacancies will be filled in accordance with the By-Laws, Article VII.

ARTICLE VI -TERM OF OFFICE

The term of the office of all officers and directors shall be for one (1) year commencing on July 1 of each year.

ARTICLE VII – VACANCIES

A vacancy may exist in any office for the following reasons:

- Death
- Resignation in writing
- Inability to perform the duties of the office
- Removal from the office for cause

ARTICLE VIII - MEETINGS

The chapter shall meet regularly, at the discretion of the Board of Directors, no less than once annually. With reasonable notice, the President may call a special meeting if deemed necessary.

ARTICLE IX - COMMITTEES

Standing Committees of the Chapter shall be as follows:

- Education and Certifications Committee
- Outreach Committee
- Communications Committee

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- Nominations Committee

Other committees may be formed at will.

ARTICLE X - FINANCES

Membership Dues: The Chapter shall receive annual dues from the membership. New members shall pay, in full, at the time of acceptance into membership. Membership is non-transferable.

Contributions and Gifts: The Chapter may receive financial contributions and gifts in support of its activities. The financial receipts of the Chapter derived from sources other than membership dues may be retained for the support of the Chapter's activities.

Fund Raising: The Chapter may conduct fund raising functions to support its activities. No person, officer, or member may in the name of the Chapter, solicit or receive gifts or contributions of any kind without the approval of the Board of Directors or from the President.

ARTICLE XI – AMENDMENTS

The Constitution and By-Laws may be amended as outlined in the By-Laws Article XI

ARTICLE XII - SEVERABILITY

If any Section of the Constitution and/or By-Laws are found to be unjust or unconstitutional, it shall not affect any other portion.

ARTICLE XIII - DISSOLUTION

Dissolution of a Chapter is accomplished by three-fourths (3/4) majority vote of the Chapter members eligible to vote and certification thereof to the National Board of Directors.

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ARTICLE I – GRAND CANYON CHAPTER

The name of the association shall be Grand Canyon Chapter of NIGP (The Institute for Public Procurement).

ARTICLE II – PURPOSE

All persons who desire to become members of this organization shall subscribe to the purpose of the Chapter as outlined in Article II of the Constitution.

ARTICLE III – MEMBERSHIP

1. The membership shall consist of Regular, Student, Honorary, and Retired, memberships as defined below:
 - a. Regular Membership: Membership in the Chapter shall be open to all public procurement and materials management personnel including federal, state, county, municipality, township, public school system, college, university, hospital, commission, authority, and any other political subdivisions of Arizona; full time employees of NIGP member agencies provided they spend the majority of their time involved in procurement functions; persons with full time employment in positions having a direct influence on the public procurement process, such as elected officials, department heads, and educators.
 - b. Honorary Membership: Honorary membership may be conferred by unanimous vote of the members upon individuals who have made distinguished contributions to the procurement profession or this Chapter. Honorary Members shall not be entitled to vote or hold office and shall be exempt from payment of dues. Individuals may only hold Honorary Membership for a term of one year.
 - c. Retired Membership: Retired membership may be conferred upon a member of this Chapter upon his/her retirement from public procurement, although actively employed, and upon written request for such membership. Retired Members shall be entitled to vote and hold office.
 - d. Student Membership: Student membership may be conferred upon persons enrolled full-time in an accredited college or university and actively pursuing an undergraduate or postgraduate degree in business, public administration, public procurement, materials management, or related field. "Full-time" enrollment shall be defined as a minimum of twelve (12) credit hours for undergraduate students or a minimum of six (6) credit hours for graduate students. Student members shall not be entitled to vote or to hold office and shall be exempt from payment of dues.
2. Voting: Each regular or retired member shall have one vote on any question presented to the membership.
3. Admission: An applicant becomes a regular member upon acceptance of an application, payment of dues, and confirmation by the Board of Directors that the applicant meets all eligibility requirements outlined in paragraph 1.

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4. Revocation: The Board of Directors may revoke the membership of any person for nonpayment of dues, or for other just cause, including violations of the NIGP Code of Ethics. A person considered for membership revocation, except for nonpayment of dues, shall be provided written notice of the proposed action by the Board of Directors and shall be given opportunity to show cause as to why the membership should not be revoked.

ARTICLE IV – OFFICERS AND ADMINISTRATION

The officers of the Chapter shall be the President, Vice President, Treasurer, and Secretary. There is established an Administration consisting of standing committee chairpersons, who combined with the officers shall be known as the Board of Directors.

1. President: The President shall exercise general supervision over the affairs of the Chapter, preside over all meetings of the Chapter, chair the Board of Directors, appoint Chairpersons for Standing Committees, be a member ex-officio of all committees and perform all duties incident to the office of the President. The President shall be responsible for authorizing expenditure or commitment of Chapter funds in an amount not to exceed that as approved by the Board of Directors, shall review and approve of monthly financial reconciliation and reporting, and shall be an authorized signer or counter-signer for checks issued on behalf of the Chapter.
2. Vice President: The Vice President shall develop and administer the annual awards and scholarships programs, shall oversee the annual audit of financial records, and shall perform such duties as are assigned by the President. The Vice President is authorized to sign or counter-sign Chapter checks and presides over meetings in the temporary absence of the President or Treasurer. The Vice President is authorized to appoint committees in performance of the Vice President's responsibilities.
3. Secretary: The Secretary shall maintain a written record of the proceedings of all meetings of the Board of Directors and of the Chapter, provide notice of meetings and affairs of the Chapter to the members of the Chapter and to NIGP, and perform such other duties as may be assigned by the President or Board of Directors. The Secretary and Treasurer positions may be held by one person, but only allowed one vote.
4. Treasurer: The Treasurer shall be responsible for the accounting of the funds of the Chapter, shall maintain a complete record of receipts and disbursements, and shall render a true and complete report relative to the financial affairs of the office at each meeting. The Treasurer shall prepare and sign all Chapter checks and deliver to the President or Vice President for counter-signature.

The Treasurer shall prepare, and submit to the membership, an annual membership list of paid members in good standing. This list should identify the members who are NIGP National members, and those who are Chapter members only. This list shall be accurate and effective as of January 1st and shall also be submitted to NIGP according to its requirements. The Treasurer shall be responsible for collecting the membership dues, depositing dues, and notifying the President of any delinquencies in payment where necessary.

The Treasurer's shall plan, establish, and execute the Chapter's financial program; prepare and present the Chapter's annual report, financial analysis and statements; supervise, coordinate and review the budget proposals for the year. The Treasurer shall make periodic reports to the President

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on the status of activities. The Secretary and Treasurer positions may be held by one person, but only allowed one vote

5. Board of Directors: The governing body of this Chapter will be an executive board called the Board of Directors, chaired by the President, consisting of the immediate Past President, Vice President, Secretary, Treasurer, and standing Committee Chairpersons. It shall be the duty of each member of the Board of Directors to attend each meeting of the Board of Directors. The Board of Directors shall control and manage the affairs and finances of the Chapter and shall have authority to take actions that will serve the best interests of the Chapter and its members.
6. Annual Budget: The Chapter membership shall approve an annual Chapter Budget. The Board of Directors shall have authority to expend or commit funds within the limits of the Chapter Budget. Any expenditure or commitment of indebtedness that is not within the limits of the Chapter Budget, shall have approval in advance by two-thirds (2/3) majority vote of the membership in attendance at a regular meeting.
7. Fiscal Year: The fiscal year of the Chapter shall be July 1 through June 30.
8. Attendance requirements: Elected or appointed Officers, Directors, and Committee Chairpersons shall be required to attend at least two-thirds (2/3) of the scheduled Chapter meetings annually. Attendances may be either in person or telephonically.

ARTICLE V – NOMINATIONS AND ELECTIONS

1. Open Officer positions shall be announced at the March Chapter meeting from a slate of candidates presented by the Nominating Committee and/or any eligible and consenting members nominated from the floor. Nominations from the Nominating Committee and from the floor will be accepted at the last regular Chapter meeting, prior to the issuing of election ballots. Floor nominations are accepted only upon confirmation from the nominee to have his/her name added to the slate of candidates.
2. The attending members will appoint an Election Officer at the March Chapter Meeting. The Election Officer shall create an election schedule, and electronic ballots. The Election Officer shall be responsible for transmitting ballots, receiving completed ballots, and preparing election results. Elections shall be held electronically at least one week prior to the May Chapter Meeting. Results will be announced at the May Chapter meeting, or no later than the end of the fiscal year, June 30.
3. A majority of received votes will be sufficient for a candidate to be elected to office. If a candidate receives no majority vote, a run-off election shall be held with the top two candidates receiving the most votes.
4. Incumbents may run for consecutive terms; however running for office for more than three (3) consecutive terms shall be contingent upon the following:
 - a. Current incumbent wishes to hold current office for an additional term.
 - b. No other Chapter Members have requested or received nominations for the office.
 - c. Objections have not been received from any active member.

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5. In the event of a vacancy in an officer's position, a Special Election must be held within ninety (90) days of the position vacancy as follows:
 - a. Nomination period shall be for thirty (30) days
 - b. Special Election ballots shall be due within thirty (30) days of the end of the nomination period on a regular scheduled business day

ARTICLE VI – TERM OF OFFICE

The term of office of all officers and directors shall be for a period of one (1) year.

ARTICLE VII – VACANCIES

1. Vacancies in offices other than the President shall be filled temporarily by a regular or retired member selected by the President until such time that the Nominating Committee can convene to make a nomination to fill the vacancy. Nominations of vacancies shall be submitted at a general meeting for a vote by the membership to fill the vacancy from the nominations. If President and Vice President Offices should both become vacant, the Immediate Past President shall fill the vacancy of President until nominations and election can be held.
2. The Board of Directors may, by a majority vote, vacate any office for cause. For this purpose, "cause" shall include misconduct detrimental to the Chapter, incapacity, or willful neglect of duty as an officer. The officer shall be given written notice of any such proposed action of the Board of Directors, together with a detailed statement of the reasons thereof, at least thirty (30) days before formal action to vacate is taken by the Board of Directors. The officer affected shall have the right to respond to such notice within twenty (20) days after receipt of such notice.

ARTICLE VIII – MEETINGS

1. Regular Chapter Meeting: The member shall meet regularly at the discretion of the Board of Directors.
2. Annual Board of Directors Meeting: The Board of Directors shall meet no less than once annually. The purpose of the Meeting shall be to present an Annual Report and Financial Statement, and other transactions of business as shall be brought before it.
3. Special Meetings: The President, on his/her own motion, may call Special Meetings of the Chapter. Any other officer, upon approval by the Board of Directors, may call Special Meetings. Regular members of the Chapter may, upon approval of the Board of Directors or upon presenting written approval of two-thirds (2/3) of the regular membership, call for a Special Meeting of the Chapter.
4. Committee Meetings: Committees shall meet as often as necessary to accomplish their goals.
5. Notice of Meetings: Written notice of the purpose, time and place of all Regular, Annual Board, or Special Meetings of the Chapter shall be given by the Secretary, to all members. Such notice shall be sent to members no less than seven (7) days and no more than sixty (60) days prior to the meeting.

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6. Quorum: For any regular chapter meeting, a quorum shall consist of the majority of the elected chapter officers, and at least two active regular members, all being present or participating via teleconference.

For any Board of Directors Meeting, a quorum shall consist of at least two-thirds of the active board members present

7. Voting: Each regular or retired member in good standing shall be entitled to one (1) vote. Except as otherwise provided by the Constitution and By-Laws of the Chapter, a majority of the votes cast by the membership at a meeting duly called shall be sufficient to take or authorize action upon any matter which may properly be brought before the meeting. The President shall not vote except in the event of a tie.
8. Authority: Except where inconsistent with these By-laws, Robert's Rules of Order shall govern the conduct of the meetings of the Chapter.

ARTICLE IX – COMMITTEES

1. Standing Committees: The following Standing Committees and a Chairperson for each may be appointed by the President, with the approval of a majority of the officers, not later than sixty (60) days after assuming office. The Standing Committee chairpersons shall be voting members of the Board of Directors. Standing Committees may include subcommittees to support the goals and objectives of the Standing Committee. The Standing Committees of the Chapter shall be as follows:
 - a. Education and Certifications Committee: The President shall appoint the Chairperson of the Education and Certifications Committee. The Education and Certifications Committee's primary responsibilities are to plan, establish, and coordinate educational programs, subject to approval by the Board, which further the knowledge, expertise, and professionalism of the membership, such as organizing workshops and NIGP Seminars; and towards professional certification (CPPB and CPPO) of the Chapter members. The Committee Chairperson shall make periodic progress reports to the President on the status of the Committee's activities.
 - b. Outreach Committee: The President shall appoint the Chairperson of the Outreach Committee. The Outreach Committee's primary responsibilities are to organize an effective recruiting program; to prepare materials for distribution to potential members or to help familiarize them with the Chapter; work with outside chapters to promote participation in activities; and to work with the President on membership issues as requested.

The Outreach Committee is also responsible to inform the membership of Chapter cultural and educational activities, NIGP information notices, as well as social events. The Committee Chairperson shall make periodic reports to the President on the status of the Committee's activities.
 - c. Communications Committee: The President shall appoint the Chairperson of the Communications Committee. The Communications Committee's primary responsibilities are to source, prepare, and post chapter news articles and maintain the

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Chapter website. The Committee Chairperson shall make periodic progress reports to the President on the status of the Committee's Activities.

- d. Nominating Committee: The President shall appoint the Chairperson and members of the Nominating Committee. The Nominating Committee's primary responsibilities are to recruit and recommend a slate of candidates for officer positions to the membership by the March Chapter meeting each year. The Committee Chairperson shall make periodic reports to the President on the Status of the Committee's activities.
2. Special Committees: From time to time, the President may appoint Special Committees. The Chairperson of such a committee shall keep the President advised at all times on the activities of the Committee and shall render such progress reports as required by the President.
3. The President may appoint any such other committee(s) for such term as deemed appropriate.

ARTICLE X – FINANCES

1. Dues will be assessed to members on an individual basis. Amount of dues will be set by the recommendation of the Treasurer and the approval of a majority vote of the Board of Directors at a regular Board meeting.
2. Dues for regular members will be for a yearly period commencing on July 1. Dues for new members shall not be pro-rated for less than one-half the annual amount. Dues will not be pro-rated for current or past members. Membership dues are non-transferable.
3. Dues shall be payable annually in advance and shall be in arrears on September 1.
4. Membership in the Chapter of any 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 will be reinstated upon payment of any delinquent dues.
5. Funds will be held in a bank account maintained by the Treasurer. Expenditures in excess of \$500 require the approval of the Board of Directors. Disbursements will be by check bearing signature by two of the following officers: President, Vice-President or Treasurer. These signatures will be registered with the Bank and will be updated as new officers are elected. The account shall be balanced with each bank statement.
6. An annual budget for the fiscal year (July 1 through June 30) shall be developed and approved as follows:
 - a. The Treasurer shall develop the annual budget no later than May of the previous fiscal year.
 - b. The annual budget shall be presented to the membership for approval by majority vote of the attending members at the regular Chapter meeting in July.
7. The Board of Directors may authorize any officer or officers, agent, or agents of the Chapter, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Chapter. Such authority may be general or confined to specific instances.

BY-LAWS

GRAND CANYON CHAPTER OF NIGP

8. All funds of the Chapter shall be deposited in a timely manner, not to exceed ninety (90) days to the credit of the Chapter in such bank, trust companies, or other depositories as the Board of Directors may select.
9. The Board of Directors may accept on behalf of the Chapter any contribution, gift, or bequest for the general purpose or for any special purpose of the Chapter.
10. The Board of Directors shall establish policies and procedures for reimbursement of expenses incurred on its behalf of the Chapter.
11. An annual financial review shall be conducted on the bank account and findings presented to the Chapter membership at the September meeting. The Board of Directors shall name the reviewer. Said reviewer shall be from the general Chapter membership, a member of an affiliate NIGP Chapter, or a professional auditor/accountant. The reviewer shall not be a member of the Board of Directors or a committee chairperson.

ARTICLE XI – AMENDMENTS

1. NIGP Approval Required: All Amendments or changes to the Constitution or Bylaws are subject to approval by NIGP prior to adoption.
2. Time for Filing Proposals for Amendments: All proposals to amend, alter, or repeal any part of the Constitution or Bylaws must be submitted to the Membership thirty (30) days prior to the meeting that would consider the changing of same.
3. Amendments: At any regular scheduled meeting of the Chapter, the Membership may, by two-thirds (2/3) majority vote of members in attendance, alter, amend, repeal or replace any part of the Constitution or Bylaws, or adopt a new Constitution or Bylaws. However, no provision of the Constitution or Bylaws to be amended shall be inconsistent with the Chapter's status as a non-profit corporation under the laws of the State of Arizona or be in conflict with NIGP, nor infringe on the rights of a third party.

ARTICLE XII – SEVERABILITY

1. If any section of the Constitution and/or By-Laws is found to be unjust or unconstitutional, it shall not affect any other portion except as amended under Article XI, Section 1.
2. Any section of the Constitution and/or By-Laws found to be unjust or unconstitutional shall be documented in writing and amended as noted in Article XI.

ARTICLE XIII – DISSOLUTION

1. Dissolution of a Chapter is accomplished by three-fourths (3/4) majority vote of the Chapter members eligible to vote and certification thereof to the National Board of Directors.

BY-LAWS


GRAND CANYON CHAPTER OF NIGP

2. In the event the organization is dissolved, the organization shall, after satisfaction of all debts to NIGP and other debtors, transfer its remaining assets, including money, securities, documents, files, and other property, in whatever form, to the National Headquarters of the Institute for Public Procurement. All such assets will be held by NIGP in the event of reactivation of the Chapter.

DRAFT

**NATIONAL INSTITUTE OF GOVERNMENTAL PURCHASING
GRAND CANYON CHAPTER**

MEMBERSHIP RENEWAL FY 2018-2019

<p><i>Make Checks Payable to:</i> Grand Canyon Chapter of NIGP C/O Mohave Educational Services Cooperative (MESC) 625 E Beale Street Kingman, Arizona 86401</p>		<p>MEMBERSHIP FEE: \$50.00 PER MEMBER FISCAL YEAR: JULY 1, 2018 to JUNE 30, 2019</p>
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TYPE or PRINT CLEARLY)

NAME (FIRST MID LAST)			
TITLE			
AGENCY			
MAILING ADDRESS (P.O. BOX/ STREET ADDRESS, CITY, STATE, ZIP)			
STREET ADDRESS (NO., STREET, CITY, STATE, ZIP)			
PHONE NUMBER EXT .		FAX #	
E-MAIL			
AREAS OF RESPONSIBILITY (list general areas)			
CERTIFICATION(S): (CHOOSE)			
CPPB <input type="checkbox"/> CPPO <input type="checkbox"/> CPM <input type="checkbox"/> OTHER <input type="checkbox"/> _____ DATE CERTIFIED:			
APPLICANT'S SIGNATURE			DATE

CHAPTER USE ONLY

DATE PAYMENT RECEIVED		CHECK NO	
MEMBERSHIP NO.		MEMBERSHIP DATE	CERTIFICATE ISSUED

***** PREPAYMENT IS ENCOURAGED – PLEASE USE THIS FORM AS AN INVOICE*****