

# **PUBLIC PURCHASING ASSOCIATION OF EAST TEXAS**

## **CONSTITUTION**

### **ARTICLE I – NAME**

The name of this National Procurement Institute Inc. Chapter shall be Public Purchasing Association of East Texas, a Chapter of NPI.

### **ARTICLE II – OBJECTIVE**

The objectives of this Chapter are to establish cooperative relationships among its members for the development of efficient purchasing and supply management methods and practices in the field of education, governmental and public institutional procurement; to encourage maintenance of ethical standards in buying and selling; to promote uniform public purchasing laws and simplified standards and specifications; to collect and disseminate useful information for its members; to promote the interchange of ideas and experiences within the public purchasing profession; to encourage, research and investigate, and to sponsor such other activities as may be useful in providing its members with knowledge for efficient procurement; and to strive by all legitimate means to advance the public purchasing and supply management profession.

### **ARTICLE III – MEMBERSHIP**

**Admission** - An applicant becomes a member upon acceptance of the application and payment of membership fee.

**Membership** - Membership in the Association shall be open to full time employees of Federal, State, County, Municipal, Township, Public School System, College, University, Special District and Political Subdivision entities of the State that spend the majority of their time involved in Purchasing or the materials management function.

**Honorary Membership** - Honorary membership may be conferred upon non-members who have made distinguishing contributions to the public purchasing profession of this Chapter, and upon recommendation by the Board of Directors and approval of the membership. Nominations may be made either by a member or by the Board of Directors. The names approved by the Board of Directors shall be submitted to the members and approved by two-thirds vote of the members present at any monthly membership meeting. Honorary members shall not be entitled to vote or hold office, and shall be exempt from payment of fees and dues.

**Lifetime Membership** - Lifetime membership may be conferred upon retired members or former members of this Chapter upon the recommendation by the Board of Directors and approval of the membership. To qualify for Lifetime Membership, a person must have been a regular member of PPAET for 10 years and retired from all regular employment. Nominations may be made either by a member or by the Board of Directors. The names approved by the Board of Directors shall be submitted to the membership and approved by a two-thirds vote of the members present at any monthly membership meeting. Lifetime

members shall not be entitled to hold office and shall be exempt from payment of membership dues. Lifetime members are regular voting members.

**Member in Transition** - A current member that becomes unemployed may be eligible for Member in Transition status. Members in transition shall continue to be eligible for membership for up to 12 months following notification to Public Purchasing Association of East Texas. Members in transition may vote on matters and serve on Teams and Committees until their transition period has expired.

**Transfer of Membership** - Membership in the Association shall be vested in the individual member of the Association; however, regular membership may be transferred.

**Denial of Membership** - Public Purchasing Association of East Texas has the right to deny membership, as authorized in the Bylaws. The NPI Board will consider an appeal by the applicant. Except for rare and extraordinary circumstances, the decision of the NPI Board concerning denial of Regular membership will be final and binding.

**Expulsion of Members** – Public Purchasing Association of East Texas shall have the right to expel a member of any classification from membership in the Association for nonpayment of dues, or for violation of the provisions of Bylaws and Policies, NPI Bylaws and Policies, or ISM Standards of Conduct, or such other statements of policy as adopted.

#### **ARTICLE IV – BOARDS AND ADMINISTRATION**

**1. Executive Committee** - The governing body of this Association will be an Executive Committee consisting of the Immediate Past President, President, Vice President, Secretary and Treasurer, and shall be known as the Executive Committee. The members of the committee shall act in an advisory position and shall attend all Board of Directors' meetings.

**a. 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, in accordance with policy, established and amended by the Board of Directors.

**b. Vice President** – The Vice President shall perform such duties as assigned to him/her by the President, in accordance with policy, established and amended by the Board of Directors.

**c. Secretary** – The Secretary shall maintain a written record of the proceedings of all meeting of the Chapter and perform the usual duties of Secretary, in accordance with policy, established and amended by the Board of Directors.

**d. Treasurer** - The Treasurer shall be responsible for the funds of the Chapter, maintain a complete record of receipts and disbursements, and shall render a true and complete report relative to the affairs of his/her office as requested by the President and, at minimum, at the end of his/her term of office.

**e. Immediate Past President** - The Immediate Past President will act in an advisory capacity to the President, in accordance with policy, established and amended by the Board of Directors.

**2. Board of Directors** – The voting members of the Board of Directors shall include the Executive Board and all Committee Chairs. The members of the Board shall act in an advisory position and shall attend all Board of Directors’ meetings.

# **PUBLIC PURCHASING ASSOCIATION OF EAST TEXAS**

## **BY LAWS**

### **ARTICLE 1 ELECTION OF OFFICERS**

Officers shall be elected annually at the October monthly meeting 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.

For a member of this Chapter to be considered for any office, he or she shall agree to become a member of NPI within three months of being elected an Officer of this Chapter.

The current President of PPAET shall serve as a Chapter Representative to the NPI Board of Directors and attend NPI Board Meetings as required. This is an advisory position and does not carry a vote.

### **ARTICLE II TERM OF OFFICE**

The term of office of all officers and directors shall commence January 1<sup>st</sup> following the October Election. The term of office for all officers shall be for a period of one (1) year, beginning January 1<sup>st</sup>.

### **ARTICLE III VACANCIES**

Vacancies shall be filled by election by the Board of Directors. The President shall select the candidate(s) from the members who are eligible for office under Article I of the Bylaws for presentation to the Board of Directors, whose majority vote will be required for the candidate to fill the vacancy for the unexpired term.

In the event of a vacancy in the office of President, the Vice President shall become President for the remainder of the term and shall be eligible to be nominated to serve as President the next term. If the Vice President is unable or unwilling to assume the responsibilities of the President, the Board of Directors shall select a member of the Association who is eligible for office and is a current member of NPI, to assume the office of President for the remainder of the term.

### **ARTICLE IV MEMBERSHIP DUES**

Membership dues will be assessed annually on an individual basis. Amount of dues to be set by majority vote of members present at a monthly meeting, based on the recommendation of the Board of Directors.

Annual membership dues cover the period of January 1<sup>st</sup> to December 31<sup>st</sup>. In the event that an individual joins the Chapter during the months of October, November or December, dues must be paid upon joining, but will cover the remainder of the current calendar year, as well as the next calendar year.

A member of the Association whose dues are not paid within sixty-days (60) of being invoiced may be expelled from membership in the Association upon notice by the Association to such member, such expulsion to be effective upon the date of such notice. A member expelled from membership for non-payment of dues may be reinstated upon full payment of all delinquent dues or initial new membership fees.

## **ARTICLE V**

### **FUNDS**

The fiscal year of the Association shall begin on January 1 of each year and terminate on December 31. The bank account for the Chapter shall be maintained with four signatures registered, to include the President, Treasurer, Vice President and Secretary. The President or Treasurer's signature shall be required on all checks. The President and Treasurer will also be issued credit/debit cards to be used when required for PPAET expenditures. The Vice President and Secretary shall serve as alternate signers when necessary.

## **ARTICLE VI**

### **MEETINGS**

The Chapter shall meet, at its discretion, approximately once monthly. The date and location is to be determined by the membership. The Chapter meetings shall meet at minimum ten times annually.

Quorum – A quorum at the Board meeting shall consist of a majority of the Board of Directors.

A quorum at any regular meeting shall consist of a minimum of twenty percent of the members of the Association.

Roberts Rules of Order shall govern all meetings of this Association.

Emergency Situations - In emergency situations, the Board of Directors shall be allowed the use of conference telephone calls or other electronic means in lieu of quorum type meetings.

## **ARTICLE VII**

### **COMMITTEES**

The Nominating Committee shall consist of the current President and not less than three members appointed by the President. The Chairman shall be appointed by the President.

The committee shall receive and evaluate recommendations from the members regarding individuals suggested for candidacy.

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 five days 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 the monthly meeting, but only if the nominee has given express permission that his/her name be placed in nomination.

Additional committees may be appointed by the President as required.

Committee Chairs shall serve as voting members on the Board of Directors.

**ARTICLE VIII  
AMENDMENTS**

The Constitution and Bylaws may be amended at any regular meeting by a two-thirds majority of members present.

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 IX  
DISSOLUTION**

Dissolution - The Association may be dissolved upon adoption of a plan of dissolution, and distribution of assets adopted by the Board of Directors and approved by the regular membership of the Association, in accordance with the laws of the State of Texas, as amended from time to time.

Dedication of Funds - The Association shall use its funds only to accomplish the objectives and purposes specified in these Bylaws, and no part of said funds shall incur or be distributed to the members of the Association. On dissolution of the Association, any funds remaining shall be distributed to one or more regularly organized and qualified organizations engaged in the promotion or education of the purchasing and supply management profession, to be selected by the Board of Directors and regular members of the Association.