

CONSTITUTION

Article I – NAME

1. The name of this chapter shall be the Mid-TN Public Purchasing Association (MTPPA), a chapter of NIGP.

Article II – OBJECTIVE

1. The objectives of this chapter are to establish cooperative relationships among its members for the development of efficient purchasing methods and practices in the field of educational, 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 purchasing professions; to encourage research and investigation and to sponsor such other activities as maybe useful in providing its members with knowledge for efficient procurement; and to strive by all legitimate means to advance the purchasing profession.

Article III – MEMBERSHIP

1. The membership shall consist of regular, honorary and retired memberships.

2. Membership. Membership in the chapter shall be open to: (A) All public institution procurement personnel including Federal, State, County, municipal and township activities, public school systems, colleges, universities, hospitals, commissions, authorities and any other political subdivisions of the State, and that are eligible to hold membership in NIGP. (B) Full time employees of NIGP member agencies provided he or she spends a portion of their time involved in purchasing or the materials management function. (C) National members of NIGP. (D) Anyone in the middle Tennessee area that holds NIGP certifications of CPPB or CPPO.

3. Honorary Membership. Honorary membership may be conferred by unanimous vote of the members upon individuals who have made distinguished contributions to the purchasing profession or this chapter. Honorary members shall not be entitled to vote or hold office and shall be exempt from payment of fees and dues.

4. Retired Membership. Retired membership may be conferred upon members of this chapter upon their retirement from the pursuit of their livelihood through active employment, and upon written request for such membership. Retired members shall not be entitled to vote or hold office and shall be exempt from payment of fees and dues.

5. Admission. An applicant becomes a member upon acceptance of the application and payment of dues.

Article IV – OFFICERS AND ADMINISTRATION

1. Board of Directors. The governing body of this chapter will be a Board of Directors consisting of the Immediate Past President, the President, Vice-President, First-Vice President, Second-Vice President, Secretary, Treasurer. The members of the Board shall act in an advisory position and shall attend all Board of Directors Meetings.

2. The President shall exercise a general supervision over the affairs of the chapter, preside over all meetings of the chapter, be a member ex-officio of all committees and perform all duties incident to the office of president.

3. The Vice President shall preside over the Program Committee and shall perform such duties as are assigned to him by the President.

4. The First-Vice President shall preside over the Professional Development Committee and shall perform such duties as are assigned to him by the President. 5. The Second-Vice President shall preside over the Membership Committee and shall perform such duties as are assigned to him by the President.

6. The Secretary. The secretary shall maintain a written record of the proceedings of all meetings of the chapter and perform the usual duties of secretary.

7. The Treasurer. The treasurer shall be responsible for the funds of the chapter, shall maintain a complete record of receipts and disbursements, and shall render a true and complete report relative of the affairs of this office at each meeting. Application and dues from potential members are received by the Treasurer and once funds are verified, the applications will be sent to the 2nd Vice President for processing.

BY-LAWS

Article I – ELECTION of OFFICERS

1. Officers shall be elected annually at the November meeting date of the organization from a slate of candidates present 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 one year immediately proceeding the election and must remain a member in good standing while in office. At least three of the nominees for officers must be National members for the slate to be valid. **ARTICLE II – TERM OF OFFICE**

1. The term of office of all officers shall commence January 1st of each year.

2. The term of office of all officers shall be for a term of one year or until their successor is elected.. 3. No. person shall be eligible to serve more than two consecutive terms in the same office. 4. In filling vacancies for unexpired terms, an officer who has served more than half a term in an office is considered to have served a full term.

ARTICLE III – VACANCIES

1. If a vacancy of the Presidency occurs, the Vice-President shall move in the office for the remainder of the term. In turn, the vacancy of the office of the Vice President will be filled by the voting of simple majority of the members present at the next scheduled meeting of the membership.

2. In the event of a vacancy in the office of any officer other than the President, there will be an election by a simple majority of the members present at the next scheduled meeting of the membership.

ARTICLE IV – DUES

1. Dues will be assessed members on an individual basis. Amount of dues to be set by simple majority vote of members present by recommendation of the Board of Directors at a regular meeting. 2. Annual dues shall be payable on or before July 1 of each year. The Secretary shall notify members 30 days in arrears and those whose dues are not paid within thirty (30) days thereafter shall automatically be dropped from membership in the chapter and will not be eligible for re-certification point for that year.

ARTICLE V – FUNDS

1. A bank account for the chapter shall be maintained with three signatures registered, to include the President, Treasurer and Secretary, any two of which shall be required on all checks.

ARTICLE VI – MEETINGS

1. The chapter shall meet the third Thursday of each month unless otherwise ordered by the Chapter. The location is to be determined by the membership.

ARTICLE VII – COMMITTEES

1. The Nominating Committee shall consist of 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 membership 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 (5) 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.

Nominees may be made from the floor at the monthly meeting, but only if the nominee has given expressed permission that his name be placed in nomination.

2. Audit Committee. The Audit Committee should be chaired by a Chapter officer other than the Treasurer and responsible directly to the Chapter President. It is the Audit Committee's responsibility to verify that the Chapter's financial procedures and records are in proper and legal order. The Audit Committee should review the financial records of receipt and disbursement at least every six months to ensure proper records are being maintained and legal reports filed as required.

3. Professional Committee will be chaired by the First-Vice President. The responsibility of this committee will be the professional development of the chapter's membership.

3. Membership Committee will be chaired by the Second-Vice President. The responsibilities of this committee is to maintain a central file on current membership; also to help facilitate the recruitment of new members to the Chapter.

4. Additional Committees. Additional Committees may be appointed by the President.

ARTICLE VIII – PROCEDURES

1. QUORUM. A quorum at a Board Meeting shall consist of a majority of the officers.

2. A quorum at any regular meeting shall consist of a minimum of 20 percent of the members of the chapter.

3. Robert's Rules of Order shall govern all meetings of this chapter.

AMENDMENTS

The Constitution and By-Laws may be amended in the following way at the option of the majority of the membership.

1. At any regular meeting by a simple majority vote of the members present.

2. 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.

(As of 06/16/2005)