

CASCADIA Chapter of the NIGP

CONSTITUTION

ARTICLE I – NAME

The name of this organization shall be the *CASCADIA Chapter* of the NIGP.

ARTICLE II – PURPOSES

The purposes of this organization are:

- 1) Promote ethical, efficient and cost-effective public purchasing and materials management.
- 2) To provide educational programs, products, and services for public purchasing personnel.
- 3) To enable public purchasing personnel to exchange useful information about policies, practices, procedures, products, and services of common interest.
- 4) To otherwise facilitate the conduct of purchasing activities by government and other public agencies.

ARTICLE III – LOCATION OF OPERATIONS

The operations of the society are chiefly carried out in the Province of British Columbia. This provision is alterable.

ARTICLE IV – USE OF PROFITS

The society shall be carried out without purpose of gain for its members, and any profits or other accretions to the organization shall be used solely to promote its objectives. This provision is unalterable.

ARTICLE V – DISPOSITION OF ASSETS AT DISSOLUTION

Upon winding up or dissolution of the society, the assets which remain after payment of all costs, charges, and expenses which are properly incurred in the winding up shall be distributed to a registered charity or registered charities in British Columbia, as defined in the Income Tax Act (Canada), as may be determined by the members of the society at the time of winding up or dissolution. This provision is unalterable.

BYLAWS:

MEMBERSHIP

- 1) The membership shall consist of Agency, Individual, Retired, Student, Faculty, Former Public Procurement Professional, Associate, Affiliate, Honorary, Active/Inactive, and Complimentary/Reciprocal memberships.

Agency Membership:

- 2) Agency membership shall be made available to organizations if they are federal, provincial, city, county, publicly funded schools, institutions of higher learning, commissions, boards, governmental hospitals, public authorities or institutions.
- 3) Each member agency shall be represented by a professional representative who is currently and directly involved with the public procurement profession. This individual shall be designated as the “Agency Representative”.
- 4) The Agency Representative shall determine, through the membership dues structure, which employees of the agency are entitled to receive member benefits.
- 5) All persons designated as Agency members are entitled to all the privileges of membership, which include petitioning and eligibility to serve as a member of a Chapter committee. However, only the Agency Representative is eligible to vote and to serve as a member or officer of the Cascadia Chapter of NIGP Board of Directors.
- 6) Policies governing this membership category are as follows:
 - i) Membership renewals are anniversary based. Dues are determined by the number of employees designated by the Agency Representative to receive membership benefits at the time the dues invoice is generated.
 - ii) Each department exercising purchasing authority within its own independent agency membership and shall not be included under a jurisdiction blanket membership.
 - iii) Agency representatives are the main contact for the membership. They have the authorization to make changes to the membership listing and are responsible for all payments due by the agency.
 - iv) Changes to a membership staff listing may occur only once a year, at the time of the renewal, unless:
 - (a) Adding of staff does not exceed the number of allowable staff based on the paid membership category; or
 - (b) If an employee has left the agency and has been replaced by another employee (no substitutions).
 - v) Additional staff may be added (over the number allowed) for \$25 per additional staff for the remainder of that membership year. At the time of renewal, the dues invoice will reflect the total number of staff at the new category rate.

Individual Membership:

- 7) Individual membership in the Chapter shall be open to all public institution procurement and materials management personnel including federal, provincial, county, municipal and township activities, public school systems, colleges, universities, hospitals, commissions, authorities, and any other political subdivisions of the Province or Federal government; full time employees of NIGP member agencies provided they spend the majority of their time involved in purchasing or materials management 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.
- 8) Individual members can serve on standing committees as a voting member, and vote in elections, or be elected to the Chapter Board of Directors.

Retired Membership:

- 9) Individuals that are retired from a public purchasing organization shall be classified as a “Retired Member” For purposes of this classification, “retired” shall be defined as retired from a public purchasing organization with full retirement benefits and neither self-employed or employed in the private sector. Retired Members can serve on standing committees, vote in elections, but cannot be elected to the Chapter Board of Directors.
- 10) Retired Members are allowed to serve as NIGP instructors as long as all other eligibility criteria as a certified or master instructor is met. Retired Members are also allowed to service as a consultant/auditor for the Procurement Management Assistance Program (PMAP) as long as they are not also employed in the private sector.

Student Member:

- 11) Individuals that are students actively pursuing an under-graduate or post-graduate degree in business or public administration, public purchasing or materials management shall be classified as a “Student Member”.
- 12) Student Members are entitled to all non-fee benefits and are entitled to education-related discounts. Student members cannot serve on standing committees, vote in elections, nor be elected to the Chapter Board of Directors.

Faculty Member:

- 13) Individuals that are academic faculty actively instructing an under-graduate or post-graduate degree in business or public administration, public purchasing or materials management shall be classified as a “Faculty Member”.
- 14) Faculty Members are entitled to all non-fee benefits and are entitled to education-related discounts. Faculty Members can serve as a non-voting advisory member on standing committees but cannot vote in elections nor be elected to the Chapter Board of Directors.

Former Public Procurement Professional:

- 15) Individuals who are former public procurement professionals and are now either self-employed in their own consulting/instructing business or are now employed in the corporate, private sector and wish to maintain NIGP Chapter membership affiliation shall be classified as a “Former Public Procurement Professional (FPPP) Individual Member. Former Public Procurement Professionals can serve on standing committees as a voting member, and vote in elections, or be elected to the Chapter Board of Directors.
- 16) Former Public Procurement Professionals are allowed to serve as Chapter NIGP Instructors as long as all other eligibility criteria as a certified or master instructor are met.
- 17) Former Public Procurement Professionals who are self-employed in their own consulting/instructing business are allowed to serve as a consultant/auditor for the Procurement Management Assistance Program (PMAP) at the National level.
- 18) Former Public Procurement Professionals who are employed in the corporate, private sector are prohibited from serving as a consultant/auditor for the Procurement Management Assistance Program (PMAP) at the National level.

Associate Membership:

- 19) Associate memberships shall be available to non-publicly funded schools, colleges, universities, and hospitals and faculty/staff from said organizations and their legal counsel. Associate members shall be entitled to one listing in the Membership Directory and all privileges of membership except that of voting or holding elective office. They may serve the Chapter under rules established by the Chapter Board of Directors.
- 20) Associate membership shall be available to both entities and individuals that meet the parameters defined above. The Chapter Board of Directors shall establish an appropriate annual dues schedule for these classifications or associate membership.

Affiliate Membership:

- 21) Affiliate memberships shall be available to professional purchasing organizations. Affiliate members shall be entitled to one listing in the membership Directory and all privileges of membership except that of voting or holding elective office. They may serve the Chapter under the rules established by the Chapter Board of Directors. The Chapter Board of Directors shall establish an appropriate annual dues schedule for these classifications or associate membership.

Honorary Membership:

- 22) 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 dues.

Active/Inactive Membership:

23) Membership is considered active if dues are paid within thirty (30) days after expiration. After the thirty (30) day expiration period, the membership is converted to inactive status. After a one hundred and twenty-day (120) expiration period, the membership is converted to a terminated status. Upon payment of dues, the membership shall be reinstated to active status.

Complimentary/Reciprocal Membership:

24) Complimentary/Reciprocal membership for past Chapter Presidents, individual dignitaries, and collegial Purchasing Associations shall be subject to approval by the Chapter Board of Directors upon recommendation of the Membership Committee. Complimentary/Reciprocal members shall be entitled to one listing in the membership Directory and all privileges of membership except that of voting or holding elective office.

Admission:

25) An applicant becomes a member upon acceptance of the application, payment of dues, and confirmation by the Membership Committee that they meet all eligibility requirements. At no time will the number of non-voting members be greater than the number of voting members.

Cessation

26) A member ceases to be a member upon non-payment of membership or renewal fees within thirty (30) days of expiry date of membership, and as may be determined through Revocation or Termination of Membership provisions that follow.

Revocation or Termination of Membership:

27) Upon written complaint, with due process and upon the approval of two-thirds (2/3) of its members, the Chapter Board of Directors may, for cause, terminate or revoke any membership and/or delegate representation from participating in the affairs of the Chapter. "Cause" shall include, but not be limited to, violations of any provision of the Chapter's Code of Ethics, other conduct detrimental to the achievement of the Chapter's purposes, or conduct tending to bring the Chapter into disrepute among its members or the public. Such action may be taken only after examination and due proof of the truth of a written complaint by any Director or member or failure of another member to adhere to the professional standards of the Institute provided that at least thirty (30) days previous notice in writing of the proposed action shall have been given to the accused and to each Director, and the right of hearing of the accused before the Chapter Board of Directors granted.

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

29) Membership in the Chapter shall be terminated without further action by any person when dues are unpaid 120 days after being invoiced.

Good Standing:

30) A member shall be deemed to be in good standing when they meet the requirements of the Chapter Constitution and Bylaws.

Membership Fee:

31) The Chapter Board of Directors shall formulate a fee schedule of annual dues for Chapter membership

OFFICERS AND ADMINISTRATION

32) The following shall constitute the officers of the Chapter:

- President
- Secretary
- Vice-President – Vancouver Island
- Vice-President – Lower mainland
- Immediate Past President
- 1st. Vice-President
- Treasurer
- Vice-President BC Interior
- Vice-President BC Northern

President:

33) The President shall exercise 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 the President. The President shall be responsible for authorizing expenditures or commitment of Chapter funds, and shall counter-sign all Chapter cheques issued on behalf of the Chapter. Any expenditure in excess of \$500 or 20% of the current treasury balance, whichever is less, shall require the approval of the Board of Directors.

1st. Vice-President:

34) The 1st. Vice-President shall direct the Honours and Awards (Scholarship) Committee. The Honours and Awards (Scholarship) Committee shall consist of the following four Members:

- 1st. Vice-President, Chairperson
- Chairperson of the Education Committee
- Chairperson of the Membership Committee
- Member-at-large from Chapter membership, nominated by the President and approved by the Board of Directors.

35) This Committee shall be responsible for the development and administration of procedures, criteria, and final selection of recipients for the following annual Chapter awards:

- Professional Public Buyer of the Year Award
 - Professional Public Purchasing Manager of the Year Award
- 36) This Committee shall also coordinate submission of the NIGP Chapter of the Year criteria, nomination for the National Professional Public Buyer of the Year, and nomination for the National Professional Purchasing Manager of the Year Awards to NIGP.
- 37) Each year the Honour's and Award Committee shall review procedures and criteria used in selecting recipients of the Chapter's Purchasing Manager of the Year Award, Professional Buyer of the Year Award, and submit any recommended changes for approval to the membership not later than the second month of the Chapter fiscal year. If no changes are deemed necessary, the Committee shall report this to the membership by the second month of the Chapter fiscal year.
- 38) Any recommended changes shall be submitted to the membership, in writing, at least thirty (30) days prior to the next Chapter meeting in order to vote on the recommendation at that meeting. Upon approval by the membership, any changes shall be submitted to NIGP for approval by the Chief Executive Officer.
- 39) The 1st. Vice-President shall develop and administer program content, selection criteria, nomination and selection pertaining to annual awards and scholarships, shall see that audit of financial records is performed, and performs such duties as are assigned by the President. The Vice-Presidents are authorized to sign or counter-sign Chapter cheques in the temporary absence of the President or Treasurer.
- 40) Regional Vice-Presidents: Each of the four (4) Regional Vice-Presidents shall be responsible to conduct Chapter affairs within their respective regions in the same manner and fashion as the Chapter President does for the overall Chapter.

Secretary:

- 41) The Secretary shall maintain a written record of the proceedings of all meetings of the Board of Directors and of the Chapter, mail all notices 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.

Treasurer:

- 42) 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 affairs of the office at each meeting. The Treasurer shall prepare and sign all Chapter cheques and deliver to the President or Vice President for counter-signature.

Board of Directors:

- 43) 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, Regional Vice-Presidents, and standing Committee Chairpersons.

44) It shall be the duty of each Member of the Board of Directors to attend each meeting of the Board of Directors and to bring to the regular Board meeting an article for the Chapter newsletter. 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. The Board of Directors shall have no authority to expend or commit funds, or otherwise cause indebtedness of the Chapter unless such expenditures, commitment or indebtedness is approved in advance by three-quarters (3/4)-majority vote of the membership at a regular meeting. The Board of Directors shall review and unanimously approve special announcements before mailing to the membership or to prospective members.

Remuneration

45) The directors shall receive no remuneration for acting as directors, but shall be entitled to compensation for any reasonable expenses incurred by them upon proof of such expenses and payment for same.

46) The fiscal year of the Chapter shall be July 1 through June 30.

NOMINATIONS AND ELECTIONS

47) The Nominating Committee and its Chairperson are appointed by the President and shall consist of not less than five (5) members. The Nominating Committee will recommend a slate of officers for membership vote at the next Annual Meeting or Special Meeting called for the purpose of filling vacant positions. The slate of candidates will be announced by mail to the membership thirty (30) days prior to the meeting. Officers shall be elected at the 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 those members in attendance will be required for a candidate to win election.

48) The following officers shall be elected:

- President
- 1st. Vice- President
- Secretary
- Treasurer

49) In the event of a vacancy in an officer's position it shall be filled by automatic succession to the next highest position as shown in the list in Bylaw 48 with the successor's acceptance. A Special Meeting will be held to elect a replacement for the resulting vacancy.

50) No member of this Chapter shall be eligible for any office or directorship unless he/she has been a member in good standing for at least one year immediately preceding the election.

51) Two (2) members from the same worksite may serve as officers at the same time as long as one member is not reporting directly to the other member at their worksite.

TERM OF OFFICE

- 52) The term of office of all officers and directors shall commence on July 1 of each year. While NIGP requires that the fiscal year shall be July 1 – June 30, it does not require that the Officers' terms conform to this schedule.
- 53) The term of office of all officers and directors shall be for a period of one (1) year, commencing July 1, 2004, with the exception of the Past President who may be President one (1) year and then serve on the Board of Directors the following year for one (1) year only.

VACANCIES

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

- Death
- Resignation in writing
- Physical inability to perform the duties of the office
- Removal from the office for cause
- The Board of Directors may, by a majority vote, vacate any office for cause or whenever the Board of Directors shall determine that the incumbent is physically incapable of performing the duties of such office. The officer shall be given, by registered mail, 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 removal action by the Board. The officer affected shall have the right to respond to such notice within twenty (20) days after receipt of such notice.

MEETINGS

- 55) The Chapter shall meet regularly, at its discretion, on dates and at locations to be determined by the Board of Directors at each preceding Chapter meeting, and upon the vote of the membership with a majority vote of members in attendance at the meeting, commencing on September 23, 2002. The Program Committee Chairperson, together with the President, shall determine the location of Chapter Meetings.
- 56) **Annual Meeting:** The purpose of the Annual Meeting shall be to elect officers, present the annual report and financial statement, and other transactions of business as shall be brought before it. Awards may also be presented.
- 57) **Special Meetings:** the President, on his/her own motion, may call Special Meetings of the Chapter. Any other officer, upon approval of the Board of Directors, may call Special Meetings. Members of the Chapter may, upon approval of the Board of Directors or upon presenting written approval of ten (10) percent of the membership, call for a Special Meeting of the Chapter.
- 58) **Committee Meetings:** Committees shall meet as often as necessary to accomplish their goals.

- 59) **Notice of Meetings:** Written notice of the purpose, time and place of all Regular, Annual, or Special Meetings of the Chapter shall be given by the Secretary to all members. Such notice shall be served to members no less than fifteen (15) days and no more than sixty (60) days prior to the meeting.
- 60) **Quorum:** For any meeting, a quorum shall consist of at least three (3) of the membership present.
- 61) **Voting:** Each member eligible to vote and in good standing shall be entitled to one (1) vote. Except as otherwise provided by the Constitution or Bylaws of the Chapter or the Act, 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.
- 62) **Proxy:** Each member shall at all meetings of members be entitled to one (1) vote and may vote by proxy. Such proxy need not be a member but before voting shall produce and deposit with the Secretary, sufficient appointment in writing from such member.
- 63) **Authority:** Except where inconsistent with these Bylaws, Robert's Rule of Order shall govern the conduct of the meetings of the Chapter.
- 64) **Board of Director's Meetings:** The Board of Directors shall meet regularly on the date and at a time prior to the Chapter meetings. The President may call special Board of Directors Meetings at any time deemed necessary.

COMMITTEES

65) **Standing Committees:** Standing Committees of the Chapter shall be as follows:

- Finance and Accounting Committee
- Education and Professional Development Committee
- Membership and Chapter Relations Committee
- Public Relations, Marketing, Research and Communications Committee
- Program, Nominations and Legislative Committee
- Special Committee

66) **Finance and Accounting Committee:** The Finance and Accounting Committee shall consist of not less than three (3) members. The Committee's primary responsibilities are to plan, establish, and execute the Chapter's financial program; prepare and present the Chapter's annual report, financial analyses and statements; supervise, coordinate and review the Committee's budget proposals for the year. The Committee's Chairperson shall make periodic reports to the President on the status of their activities. The Treasurer shall be an ex-officio member of the Committee.

- 67) **Education and Professional Development Committee:** The Education and Professional Development Committee shall consist of not less than three (3) members. The 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 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.
- 68) **Membership and Chapter Relations Committee:** The Membership and Chapter Relations Committee shall consist of no less than three (3) national members. The 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; and to work with the President on membership issues. The Membership Committee shall prepare an annual membership list of paid members in good standing, and include the year in the heading, for presentation at the first Board of Directors Meeting of the Chapter year. This list should identify the members who are members of NIGP national 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. This Membership list and updated lists will be prepared and presented to the Board and to the membership through the Chapter newsletter. The Committee's Chairperson shall make periodic progress reports to the President on the status of their activities. The Committee shall be responsible for collecting the membership dues, conveying dues to the Treasurer for deposit, and sending out delinquent notices where necessary.
- 69) **Public Relations, Marketing, Research and Communications Committee:** The Public Relations, Marketing, Research, and Communications Committee shall consist of no less than three (3) members. The Committee's primary responsibilities are to inform the membership of Chapter cultural and educational activities as well as social events. The Committee shall collect articles, prepare, edit, and publish the Chapter's newsletter every other month, fifteen (15) days prior to the Chapter's regular meetings. The Committee shall collect and send articles to members' local newspaper, to NIGP, etc., to publicize individual achievements, as well as those of the Chapter. The Committee's Chairperson shall make periodic progress reports to the President on the status of the Committee's activities.
- 70) The Committee will conduct research for the Chapter and to collect materials from the library. The Committee shall furnish copies of materials from the library to members requesting them and replenish materials as necessary.
- 71) **Programs, Nominations and Legislative Committee:** The Programs, Nominations and Legislative Committee shall consist of not less than three (3) members. The Committee's primary responsibilities are to maintain liaison with legislative committees that deal with procurement matters; to give to committees the views of the Chapter; to inform membership of legislative activities and matters.

72) **Special Committees:** From time to time, the President may appoint Special Committees such as the Forum and Products Exposition, Technology and Support, and Awards Committee's. 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.

FINANCES

73) **Membership Dues:** The Chapter shall receive annual dues from the membership. New Members shall pay, in full, at the time of acceptance into membership.

74) **Assessment:** The Chapter may at its option, and in accordance with the Constitution and Bylaws of this Chapter, assess its members for financial support of the Chapter's activities.

75) **Contributions and Gifts:** The Chapter may receive financial contributions and sponsorship 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 unless other arrangements approved by the Board of Directors are established.

76) **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.

77) **Borrowing:** At any business meeting of the Chapter, the membership may, by three-quarters (3/4) majority vote, adopt a motion by way of special resolution, and direct the Board of Directors to borrow funds required to finance operations and/or special events for which the expected revenue will offset the costs of such borrowing.

AMENDMENTS

78) **Time for Filing Proposals for Amendments:** All proposals to amend, alter, or repeal any part of the Constitution and Bylaws must be mailed to the membership thirty (30) days prior to the meeting that would consider the changing of same.

79) **Amendments:** At any business meeting of the Chapter, the membership may, by three-quarters (3/4) majority vote, alter, amend, or repeal any part of the Constitution and Bylaws, adopt new Bylaws, or direct the Board of Directors to cause any provision of the Constitution and Bylaws to be altered, amended, repealed, or adopted. However, no provision of the Constitution and Bylaws to be amended would be inconsistent with the Chapter's status as a non-profit corporation under the Society's Act of the Province of British Columbia or in conflict with NIGP nor would infringe on the rights of a third party. All Amendments or changes to the Constitution and Bylaws are subject to approval by NIGP prior to adoption.

SEPARABILITY

80) If any portion of the Constitution and Bylaws is found to be unjust or unconstitutional, it shall not affect any other portion.

DISSOLUTION

81) Dissolution of a Chapter is accomplished by a majority of the Chapter members eligible to vote and certification thereof to the National Board of Directors.

Dated: _____

WITNESS(S)

APPLICANTS

Ken S. Babich, BCom., CPPO
6505 Torin Road
Brentwood Bay, British Columbia

Dave Collisson, BSc.
1511 Winchester Road
Victoria, British Columbia

John Billings, CGA
3090 Brittany Drive
Colwood, British Columbia

Kay Fenn
3098 Shoreview Drive
Victoria, British Columbia

Larry McMillan
2787 Dunlevy Street
Victoria, British Columbia