

North Jersey NIGP Chapter #7
Chartered October 26, 1977, BYLAWS
As Amended by vote September 21, 2023

Article I Name

The name of the Organization shall be the North Jersey Chapter of NIGP, Inc. *Chapter #7 Chartered October 26, 1977, National Institute of Governmental Purchasing*

Article II Purpose

Section 1.

The purpose of the *non-profit* Organization shall be:

- (a) To study, discuss and recommend improvements in governmental purchasing and assist in establishing government purchasing departments throughout northern New Jersey.
- (b) To exchange ideas and experiences and obtain expert advice on problems pertinent to government purchasing.
- (c) To collect and distribute to purchasing officials' information on the organization and administration of government buying.
- (d) To work for improvement of laws relating to government purchasing
- (e) To promote government purchasing to a high level of professionalism.
- (f) To encourage ethical standards in buying and *disposing of surplus*.
- (g) *To encourage continuing education for members of the governmental purchasing field.*
- (h) To adopt and follow rules and regulations of NIGP so as to be of mutual assistance *to national and chapter members*.

Article III Membership

Section 1.

The *membership* of this Chapter shall be open to all persons who are employed by federal, state, county or municipal government agencies, public school systems, colleges, universities and any other political subdivisions of the state, whose duties consist in whole or in part in purchasing or materials management.

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.

Retiree membership may be *granted to any member* upon their retirement from active employment upon written request for such membership. Retired members shall not be entitled to vote or hold office and shall be exempt from payment of dues. Should a member having been elected while employed retire during their term of office, said member shall be permitted to continue said office through to end of the member's elected term. Retired members are permitted to attend meetings at no cost to the retiree.

Section 2.

Application for membership shall be addressed to the President *or membership chair*. Upon receipt thereof, the President *or membership chair* shall be satisfied that the applicant meets the requirements for membership as set forth in Section 1 of *this Article*. If the applicant meets the requirements, *he/she* shall *be enrolled* as a member of the Chapter upon receipt of the full amount of the annual dues.

Article IV Officers

Section 1.

The officers of the Chapter shall be a President, Vice President, Secretary and Treasurer. The term of office will be two years or until their successors are elected and have assumed office.

Section 2.

The Chapter will elect officers by written or oral ballot at a Fall Meeting as determined by the membership. The term of office will commence *January 1* or at the meeting at which they are elected *in the event of a special election*.

Section 3.

The President shall preside at all meetings, shall supervise all activities, shall appoint all committees, *and* shall be a member of all committees.

Section 4.

The Vice President shall assist the President in the discharge of their duties, *shall act in the President's* absence or inability to perform the duties of that Office, and shall perform such other duties as the President shall direct.

Section 5.

The Secretary shall maintain a written record of the proceedings of all meetings of the Chapter, *shall supply minutes in a timely fashion*, and shall perform the usual duties of the Secretary *including but not limited to all correspondence of the Chapter*.

Section 6.

The Treasurer shall be responsible for the funds of the Chapter, shall maintain a Complete record of receipts and disbursements, shall render a true and complete report relative to the affairs of his/her office at each meeting, *and shall report to the national organization annually*.

Section 7.

If a vacancy occurs in the office of President, the Vice President *or a successive, qualified Board member* shall become president. If the next election is more than six months away, a special election may be held to fill the unexpired term.

Section 8.

If a vacancy occurs in the office of Secretary or Treasurer, the President shall appoint a qualified member to fill the unexpired term.

Section 9.

As required by National Charter, only members of the National NIGP shall be qualified to hold office. The National NIGP dues for elected Executive Officers may be paid by the Chapter, with available funds as confirmed by the Treasurer.

Section 10.

Dues of any officer shall not be in arrears, or the office shall be forfeited. Should a member elected to an office retire during their term, pursuant to Article IV, Section 9, the officer's dues may be paid via available funds as confirmed by the Treasurer.

Section 11.

Any officer *missing three consecutive meetings shall be considered to have forfeited the office.*

Should the president forfeit, the vice president shall assume the role, and in said role shall appoint from the member body a replacement for the vice president role. If the next election is more than six months away, a special election may be held to fill the unexpired term.

Should any office under the president be forfeited, the president shall appoint a replacement to the office from the member body.

Article V. Voting

Section 1.

Voting shall be limited to one vote for each member represented in the Chapter.

Section 2.

Honorary and retired members shall have no vote.

Article VI Quorum

Section 1.

One third of the membership shall constitute a quorum at any meeting, but at No time shall the lack of a quorum at a meeting prevent those present from proceeding with the program of the day. For the purpose of electing officers or amending these By-Laws, a quorum shall be present at a meeting *or represented by mailed, sealed, ballots.*

Article VII Meetings

Section 1.

Regular meetings shall be held *a minimum of four* times per year.

The *Fall* meeting, at which time officers are elected, shall be held at a time and place as selected by the President with the concurrence of the membership.

Special meetings shall be called at the discretion of the President. A schedule of meetings shall be set, and a notice of the meetings sent to all *paid* members *as soon as dates are set at the beginning of each year.*

Members shall not be charged for attending meetings unless their membership dues are not paid in full.

Guests shall be charged a fee, as voted on and approved by the members, to cover the costs of their attendance at the meeting.

Article VIII Committees

Section 1.

The President shall appoint all committees he or she deems advisable for the efficient operation of the Chapter. The President shall be an ex-officio member of each committee.

Article IX Executive Board

Section 1.

The Executive Board shall consist of all officers of the Chapter, plus two *elected Members at Large*, and two *alternate Members at Large* appointed by the President.

It shall be their duty to formulate policies and propose programs and resolutions to be voted for by the general membership.

Article X Dues

Section 1. Due

Chapter members shall be assessed annual dues on an individual basis. The amount of the dues are to be set by a majority vote of the membership *upon* recommendation of the Executive Board at a regular meeting.

Section 2.

Dues are payable in a calendar year and become delinquent on March 1st. If dues are not paid by the 1st quarterly meeting the member shall pay the 'guest' charge if attending the meeting.

Article XI Funds

Section 1.

A bank account for the Chapter shall be maintained with a federally insured bank by the Treasurer with the signature of the President and/or Treasurer required for the withdrawal of funds or issuance of checks.

Funds may be used for providing food and beverages for members in attendance at educational meetings, for special educational meeting venues as made available to all paid members, for specialty items, such as giveaway items at educational events and for paid members, and as applicable herein in accordance with adopted Chapter 7 by-laws.

Article XII Amendments

Section 1.

The Constitution and By-laws may be amended at any regular meeting by a two-thirds majority of the members present as long as the requirement for a quorum is satisfied.

Section 2.

Any proposed amendment must be submitted in writing to the membership.

- a) *by mail, fax, or email, within ten working days of a regular meeting in order to be voted at that meeting; or*
- b) *at a regular meeting to be voted on at the following regular meeting.*