

# BVPPA By Laws

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## ARTICLE I

### ADMINISTRATION

- The fiscal year shall begin the first day of June and end on May 31 of the following year.
- The governing body shall be called the Executive Board and comprises the immediate Past President, the President, Vice-President, Secretary, Treasurer, and Committee Chairs.
- The Executive Board shall act in an advisory capacity and shall be responsible for budgeting and general administrative tasks.

## ARTICLE II

### COMMITTEES

- There shall be four Standing Committees :
- Membership: Identify and recruit eligible purchasing professionals into membership.
- Professional Development: Promote professional development within the purchasing profession by planning, organizing, and conducting annual educational programs, seminars, and workshops.
- Program: Provide monthly educational and professional development programs for members to encourage and promote local participation in the BVPPA.
- Public Relations: Increase and promote public awareness of the BVPPA and its functions through communications and publications.
- There shall be two Special Committees :
- Audit: The Audit Committee shall audit all financial bookkeeping for the preceding year and shall submit its report with recommendations to the Executive Board for approval. The Audit Committee shall comprise the incumbent Treasurer, the newly elected Treasurer and a member at large, appointed by the President. The newly elected Treasurer shall serve as Committee Chair.
- Nominating: The Nominating Committee shall receive and evaluate recommendations from the members regarding individuals suggested for candidacy. The Nominating Committee shall consist of the President, Vice-President and at least three (3) members appointed by the President.
- The President may establish other Special Committees for purposes as he or she deems appropriate. The President shall appoint eligible members to serve on these other Special Committees.
- The Chair of all Committees other than Audit shall be appointed by the President from among eligible members.
- Eligible members may serve on more than one committee concurrently.

## ARTICLE III

### ELECTIONS

- The Vice-President automatically progresses to the office of President when the President's term expires in May.

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- The Nominating Committee shall develop a slate of at least one candidate each for the offices of Vice-President, Secretary, and Treasurer. Regular members may submit nominations to the Nominating Committee for consideration.
- The slate of candidates shall be submitted to the President at least five days prior to the April regular monthly meeting. No additions to the slate of candidates may be made after submittal to the President.
- The names of all candidates must be presented to the members during the preceding April's regular monthly meeting.
- Eligible members wishing to submit a nomination from the floor must first obtain express approval to do so from the nominee.

## ARTICLE IV

### DUES AND MEMBERSHIP

- Annual Dues:
- Regular Membership - \$25.00/YR
- Student Membership - \$10.00/YR
- Annual dues will be assessed on an individual member basis each May with payment due prior to the June regular meeting.
- An eligible applicant becomes a regular member upon submittal of a Membership Application and payment of the annual membership dues.
- Employers who pay membership dues for their employee member may transfer the membership to another employee. Written notice to do so must be provided to the BVPPA Secretary and the Chairperson of the Membership Committee.
- Honorary Membership: Honorary Membership may be conferred upon individuals who have made distinguished contributions to the purchasing profession and the BVPPA. Honorary members shall not be entitled to vote or hold office but shall be exempt from payment of membership dues.
- Individuals may be nominated for Honorary Membership by any regular member from the floor during a regular monthly business meeting.
- Honorary Membership will be conferred or rejected by membership vote during the next regular monthly business meeting immediately following the nomination.
- Honorary Membership is conferred by a two-thirds vote of those voting, a quorum being present.
- Honorary Memberships are perpetual, unless rescinded by a majority vote of all members.
- Retired Membership: Retired membership may be conferred upon members of the BVPPA upon their retirement from full-time purchasing or materials management employment or employees working full-time to increase and promote business opportunities for disadvantaged businesses. Retired members shall not be entitled to vote or hold office but shall be exempt from payment of membership dues.
- Individuals may be nominated for Retired Membership by any regular member from the floor during a regular monthly business meeting.

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- Retired Memberships are perpetual.

## ARTICLE V

### VACANCIES AND SUCCESSION

- **President:** In case of the illness, resignation, or death of the President, the Vice-President becomes President for the unexpired term and may continue as President for the entire new term immediately following.
- **Vice-President:** The President will select one or more candidates from among eligible members. A majority vote of the Executive Board will determine which candidate serves the remainder of the unexpired term. If the President's selected candidate(s) fails to win a majority vote, the President must select an additional candidate or candidates from among eligible members.
- A replacement Vice-President thus selected will not automatically become President at the end of the unexpired term. Rather, candidates for President will be selected according to the Bylaws, Article III, Sections B through E.
- The incumbent Secretary and Treasurer may be selected by the President as a candidate to fill an unexpired term of the Vice-President. If the Secretary or Treasurer thus becomes Vice-president, the Secretary or Treasurer position shall be filled according to Section D.
- **Secretary and Treasurer:** The President will select one or more candidates from among eligible members. A majority vote of the Executive Board will determine which candidate serves the remainder of the unexpired term. If the President's Selected candidate(s) fails to win a majority vote, the President must select an additional candidate or candidates from among eligible members.
- **Committee Chairs:** The President shall appoint an eligible member to serve the remainder of the unexpired term.
- **Expulsion of an Executive Board Member:** An Executive Board Member may be expelled from the Board by the President if the member fails to attend three or more monthly Executive Board meetings without approval from the President.
- The Executive Board Member shall be notified, in writing from the President, of his or her expulsion.
- The expelled Executive Board Member will have thirty (30) days to appeal their expulsion. Appeals must be made in writing to the President, but shall be decided by the entire Executive Board.
- The President shall provide copies of all expulsion-related documents to all members of the Executive Board and shall schedule a meeting of the Executive Board within two weeks of the receipt of the appeal.
- A simple majority vote of the Executive Board shall determine whether the expulsion is sustained or rejected.
- In the case of all Executive Board vacancies other than the Office of the President, the Executive Board shall have the discretion, by majority vote, to leave the vacancy for the remainder of the unexpired term.
- Generally, this will apply to unexpired terms of three months or less.

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- If the Office of the Vice-President is left vacant for the remainder of the unexpired term, the Secretary will temporarily assume all duties of the President in the absence of the President. If the Secretary is absent or unable to assume the duties of the absent President, the Treasurer will do so.

## **ARTICLE VI**

### **FISCAL PROCEDURES**

- A checking or money market account with a local bank will be established in the name of the Brazos Valley Public Purchasing Association.
- Two authorized signatures, those of the Treasurer and the President, will be associated with the account so that the signature of one or the other is required on all checks.
- The BVPPA books and accounts shall at all times be open to inspection by any member of the BVPPA. Requests by a member to inspect the BVPPA books or accounts shall be made in writing to the President.
- All fiscal records shall be audited annually by the Audit Committee.

## **ARTICLE VII**

### **PARLIAMENTARY PROCEDURES**

- Robert's Rules of Order shall govern the BVPPA in all cases to which they are applicable and in which they are not inconsistent with the BVPPA By-laws.
- Quorums:
- A quorum at an Executive Board meeting shall consist of a majority of the Officers.
- A quorum at any regular monthly business meeting shall consist of a minimum of twenty percent (20%) of the BVPPA membership of record.