

# Brazos Valley Public Purchasing Association Constitution

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## ARTICLE I

### NAME AND CHARTER

- The name shall be, THE BRAZOS VALLEY PUBLIC PURCHASING ASSOCIATION. The recognized acronym shall be BVPPA.
- Chartered March, 1991.

## ARTICLE II

### OBJECTIVES

The objectives of the BVPPA are as follows:

- Establish cooperative relationships among members for the development of efficient purchasing methods and practices.
- 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 to members.
- To promote the interchange of ideas and experiences within the purchasing profession.
- To encourage research and investigation within the purchasing profession and to sponsor such other activities as may be useful in providing members with knowledge for efficient procurement.
- To strive to advance the purchasing profession.
- To promote and encourage professional certification for persons in the purchasing or materials management profession.
- To encourage individual membership in the National Purchasing Institute (NPI), Institute for Supply Management, Inc. (ISM), and other associations or organizations established to promote the purchasing and materials management profession throughout the United States and all foreign countries.

## ARTICLE III

### MEMBERSHIP

A. Regular Membership: Regular Membership shall be open to full-time

- purchasing or materials management employees of, or
- employees working full-time to increase and promote business opportunities for disadvantaged businesses for,

Federal, State, County, and non-profit institutions, municipalities and political subdivisions of the state, public independent school systems, colleges, and universities. Regular members have full voting rights and may serve as Officers, Committee Chairs, and committee members.

- Student Membership : Student Membership shall be open to those enrolled for at least six (6) hours during a semester in a university, college, or junior college. Student members do not have voting rights and may not serve as Officers or Committee Chairs, but may serve on committees.

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## ARTICLE IV

### OFFICERS AND THEIR ELECTION

- Officers and their duties:
- President: The President shall generally supervise the affairs of the BVPPA, preside over all meetings, appoint Chairs of the Standing and Special Committees, and perform all duties incident to the office of the President.
- Vice-President: The Vice-President shall perform BVPPA duties as assigned by the President, and in the temporary absence of the President, shall perform all duties of the President. The Vice-President is a de facto "President elect" and thus, in most cases, automatically progresses to the position of President without further elections.
- Secretary: The Secretary shall maintain a written record of the proceedings of all meetings of the BVPPA and all other functions of the BVPPA as directed by the President.
- Treasurer: The Treasurer shall be responsible for the funds of the BVPPA and will render a true and complete report relative to the fiscal affairs of this office as requested by the President and, as a minimum, at the end of the Treasurer's term in office, to the general membership. The Treasurer or President has oversight over the fiscal affairs of the BVPPA.
- Officers shall be elected during the regular monthly business meeting held the last month of the fiscal year.
- Candidates must be nominated by either a Nominating Committee, appointed by the President, or from the floor by an eligible BVPPA member.
- Votes will be cast by written ballots. Provision will be made to allow absentee and proxy voting.
- Candidates will be elected by a two-thirds vote of those voting, a quorum being present.
- No person shall be eligible to be an Officer unless he or she has been a member in good standing for at least one (1) year immediately preceding the election. No member shall be eligible for the office of President or Vice-President unless he or she has served at least one (1) year as a BVPPA Officer.
- The term of office for all Officers shall be for a period of one (1) year and shall commence at the close of the regular monthly business meeting at which they are elected.
- There shall be no term limits applied to prevent a member from being elected to an office in which they have already served.

## ARTICLE V

### MEETINGS

- The BVPPA shall convene one regular business meeting each month. The date, time, and location of each meeting shall be determined by the Executive Board.
- The Executive Board shall meet at least once each month in addition to the regular business meeting convened each month. The date, time, and location of each meeting shall be determined by the Executive Board.

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## ARTICLE VI

### AMENDMENTS TO THE CONSTITUTION AND BYLAWS

- Proposed amendments to the Constitution and/or Bylaws must be presented to members in writing during a regular monthly business meeting. Proposed amendments to the Constitution must be presented by either the President or Vice-President.
- Proposed amendments to the Constitution and/or Bylaws will be adopted or rejected by membership vote during the next regular monthly business meeting immediately following the presentation of the proposed amendments. Members may vote by absentee, proxy or in person.
- Proposed amendments to the Constitution and/or Bylaws will become adopted by a two-thirds vote of those casting ballots.
- Members shall be allowed to place absentee or proxy votes for elections, amendments to the Constitution and/or Bylaws. Absentee votes must be received one week prior to the regular business meeting in which the vote is to take place to be valid. Proxy votes shall be submitted by the authorized individual at the time of the vote at the regular meeting. It shall be the responsibility of the Executive board to assure that the information needed and ballots are provided in a timely manner to allow for both absentee and proxy votes.