

# **Georgia Chapter Of NIGP**

## **OPERATIONS GUIDE**

Revised January 11

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### **FOREWORD**

The 1991 Board of Directors initiated the concept for this Operations Guide. A draft of the Guide was begun that year and was first published for distribution to the 1992 Board of Directors in June 1992. The Guide was written by the Chapter's Executive Directors and approved by the Board of Directors.

The purpose of the Operations Guide is to orientate Board Members, each Chapter Year, on how the Chapter currently operates. Revisions are to be made as necessitated by changes adopted by the Board of Directors.

The Operations Guide contains objectives of the Chapter, requirements of NIGP, procedures for officers and committees, and other information.

# Georgia Chapter Of NIGP

## OPERATIONS GUIDE

Revised January 11

---

### TABLE OF CONTENTS

	Page No.
Foreword	1
Table of Contents	2
Section I: Chartering of the Chapter	3
Section II: Organizational Requirements	4
A. Requirements of NIGP	4
B. Chapter Constitution and By-Laws Requirements	5
Section III: Beginning the Chapter Year	8
A. Early Activities	8
B. Ongoing Activities	10
Section IV: General Duties of Directors	10
A. Officers	10
B. Committee Chairpersons	13
Section V: Policies	29
Section VI: Appendix	30

# **Georgia Chapter Of NIGP**

## **OPERATIONS GUIDE**

Revised January 11

---

### **SECTION 1 - CHARTERING OF THE CHAPTER**

The Georgia Chapter of NIGP was the first NIGP chapter chartered in the state of Georgia by the National Institute of Governmental Purchasing, Inc. (NIGP). The formal ceremony for presenting the charter was held at the Atlanta Civic Center at an evening event on February 3, 1984. Mr. Lewis E. Spangler, CPPO, then the Executive Vice-President of NIGP, presented the charter.

Prior to the chartering, several organizational meetings were held during January 1984 to choose a name for the Chapter, to establish an annual meeting schedule, and to name officers of the Chapter. The governmental entities that came together to establish a Chapter and request official chartering were Georgia State Purchasing, City of Atlanta, and City of College Park.

The first name of the Chapter was North Georgia Chapter of NIGP. The Chapter name was later officially changed to Georgia Chapter of NIGP.

Shortly thereafter a Constitution and By-Laws were developed and approved stating the chapter's mission as follows:

The objectives of this chapter are to establish cooperative relationships among its members for 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 ongoing 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; to promote ongoing training and certification of those engaged in the profession; to sponsor such other activities as may be useful in providing its members with knowledge for efficient procurement; to strive by all legitimate means to advance the purchasing profession; and to observe the Purposes, Aim, and Objective of the National Institute of Governmental Purchasing, Inc.

As a Chapter of NIGP, operations and activities must be conducted in accordance with NIGP's guidelines. A Chapter Management Operations Guide is provided by NIGP to Chapter Presidents each year, which sets forth NIGP policy statements and guidelines for chapters. The NIGP By-Laws cover the rights and responsibilities of local Chapters in Article XIV- Chapters and Charters.

The Georgia Chapter of NIGP conducts its business in accordance with the Chapter's Constitution and By-Laws, and is governed by the Chapter's Board of Directors.

# Georgia Chapter Of NIGP

## OPERATIONS GUIDE

Revised January 11

---

### SECTION II - ORGANIZATIONAL REQUIREMENTS

#### A. Requirements of NIGP:

##### 1. Chapter:

The Chapter's fiscal year is to begin on January 1 and end on December 31.

##### 2. Membership in NIGP:

All Chapter officers shall be required to hold either an Agency or Individual Associate Membership in NIGP at the national level.

##### 3. Voting Privilege:

The Chapter President may cast one vote on any matter brought before the Institute membership at the NIGP Annual Conference.

President is a Member of the Institute's Chapter Relations Committee and is encouraged to attend those meetings. There are three meetings each year: a Spring Meeting, a meeting at the national conference, and a Fall Meeting. This Committee provides a means for Chapters and the Institute to interact. If the President cannot attend, a Chapter member representative may be named to substitute for the President and cast the Chapter's vote, with prior notification to the Chairperson of the NIGP Chapter Relations Committee.

The President will appoint a designee annually to confirm and/or update the information below to concur with NIGP organizations requirements.

##### 4. Chapter Assessment:

The Chapter is assessed an annual fee, based on the total "head count" of all dues paid by Chapter Members as of January 1<sup>st</sup> each year. The Chapter is responsible for payment of the annual fee from Chapter funds. Payment of the assessed fee entitles the Chapter to discounted fees for seminars, conferences, publications, and upon request, bulk shipments of the Technical Bulletins, and NIGP Resolutions.

##### 5. Conduct:

The Chapter cannot issue statements or take official action on matters of national importance to the Institute.

# Georgia Chapter Of NIGP

## OPERATIONS GUIDE

Revised January 11

---

Any program, event, or curriculum reasonably calculated to have an impact on other Chapters or the national office operations must be scheduled and approved by NIGP.

### **6. Financial Responsibility:**

The National Institute is not accountable or responsible for any financial commitments or obligations of the Chapter.

### **7. Reports to NIGP:**

For the purpose of determining the Chapter assessment amount, the Chapter is required to submit to NIGP a list of members, including name, address, phone number, fax number, and email address. The list must be categorized by national and non-national members and supplied to National no later than January 31<sup>st</sup>. Additionally as early as possible in the Chapter Year, NIGP should be furnished (1) a list of Chapter Officers, indicating those holding national memberships with name, address, phone and fax numbers, and email address; and (2) a list of Committee Chairpersons, with name, address, phone and fax numbers, and email address.

Copies of Chapter annual financial audits are to be forwarded to NIGP by the Vice-President.

## **B. Chapter Constitution and By-laws Requirements:**

### **1. Chapter Mission Statement:**

The Chapter Objectives are to establish cooperative relationships among its Members for 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 on going 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; to promote ongoing training and certification of those engaged in the profession; to sponsor such other activities as may be useful in providing its members with knowledge for efficient procurement; to strive by all legitimate means to advance the purchasing profession; and to observe the Purposes, Aim and Objective of the National Institute of Governmental Purchasing, Inc.

# Georgia Chapter Of NIGP

## OPERATIONS GUIDE

Revised January 11

---

### **2. Governing Body of the Chapter:**

The Board of Directors is the governing body of the Chapter. Directors are: President, Vice-President, Treasurer, Secretary, Immediate Past President, and Chairpersons of each Standing Committee.

Individual members of the Past Presidents Council are invited to attend all Board of Directors Meetings as non-voting members, with the exception of the Chair who is a voting member at those meetings. Past Presidents Council Members serve the Board in an advisory capacity.

During intervals between meetings of the Board of Directors, the Executive Committee may transact such business of the Chapter as the Board authorizes. The Executive Committee consists of the President, Vice-President, Treasurer, Secretary, and the Immediate Past President.

### **3. Standing Committees:**

Standing Committee Chairpersons are appointed by the President.. Standing Committees are:

- Executive Committee
- Awards, Scholarships & Grants Committee
- Expo Committee
- Conference, Program, and Education Committee
- Membership Committee
- Public Relations Committee
- Past Presidents Council Committee
- Historical Committee

### **4. Chapter year and terms of Office:**

The term of office of all officers and directors shall commence on January 1 of each year.

The term of office of all officers and directors shall be for two (2) consecutive years.

### **5. Chapter Membership:**

Membership is governed by guidelines established by NIGP as follows:

# Georgia Chapter Of NIGP

## OPERATIONS GUIDE

Revised January 11

---

Individuals of organizations are eligible to be considered for membership if they are federal, state/provincial, county, city, public schools, institutions of higher learning, commissions, boards, governmental hospitals, public authorities or institutions. Chapter Members are entitled to all the privileges of membership, which include petitioning and voting rights, eligibility to serve as a member of a chapter committee, and eligibility to serve as a member or officer of the Board of Directors

Individuals are eligible to be considered for voting membership as governed by guidelines established by NIGP Individual Membership.

### **6. Financial Management:**

Income is derived from annual membership dues, fund raising activities such as the Chapter-sponsored Annual Georgia Governmental Purchasing Conference and Products Expo, Chapter co-sponsorship of NIGP seminars, contributions, gifts, and, if necessary, assessment of Chapter members.

The Board of Directors manages Chapter funds with input from the Executive Committee with the goal of producing a 2-year budget annually.

The issue of a chapter check may reimburse purchases for official Chapter business when the Treasurer therefore receives receipts that are signed, dated, and a description of the purchase is listed. All receipts for reimbursement should be forwarded to the Treasurer using a "Reimbursement Form". Forms may be obtained from the Chapter Treasurer.

All Chapter checks are signed by two of the following: the Treasurer, the President and/or the Vice-President. Two signatures are required to provide a balance and safeguard for all Chapter funds disbursement.

Debit cards for the Chapter checking account may be issued to the Treasurer or President as deemed necessary by the Executive Board and used only in the event that a chapter check is not available or acceptable.

### **7. Chapter Meetings:**

The Chapter meets regularly at its discretion and as necessary. The Conference, Program, and Education Committee Chairperson and the Board of Directors determine the dates and locations. Regular, annual, and special meetings of the Chapter must be announced to the membership at least fifteen (15) days in advance.

# Georgia Chapter Of NIGP

## OPERATIONS GUIDE

Revised January 11

---

The purpose of the Chapter's Annual Meeting is to elect officers (bi-annual), present reports, and present annual awards, including Professional Purchasing Manager of the Year, Professional Buyer of the Year, Outstanding Service Award, and Scholarships and Grants.

There are regular Chapter meetings of the membership and special called meetings, as deemed necessary by the President. Members may call for a special meeting upon approval of the Board of Directors or upon presenting written approval of two-thirds (2/3) of the regular membership.

Each regular or retired member in good standing is entitled to one vote at Chapter meetings. A majority of the votes cast by the membership at a Chapter meeting duly called is sufficient to take or authorize action on a matter, which is properly brought before the meeting. The President, who serves as Chairman, calls Executive Committee meetings and Board of Directors meetings.

The foregoing excerpts are from the Constitution and By-Law and each Board Member is urged to read and become familiar with the entire document.

### **SECTION III - BEGINNING THE CHAPTER YEAR**

#### **A. Early Activities:**

As soon as possible after election, the President:

1. Considers which Chapter Members in good standing will be asked to serve as Chairpersons of the Standing Committees for the Chapter Year, January 1 through December 31. The selected members are contacted and asked if they are willing to serve the Chapter as a Committee Chairperson for one Chapter Year. An overview is given of their expected duties. They are informed that as Committee Chairpersons they are also required to serve as Directors on the Chapter Board of Directors and the number of meetings they are required to attend. Upon their agreement to fulfill the duties., they are appointed Chair of their respective committee.
2. Appoints a Chairperson of the Past President's Council. Past Presidents of the Chapter are automatically members of the Council, and the Chairperson is appointed by the President.
3. Schedules, at the earliest possible time, the first meeting of the Executive Committee (Chapter Officers), and the first Board of Directors Meeting. The Secretary is asked to be involved in date selections, and will be asked to notify members of meeting announcements and agendas, requesting their attendance. To



# Georgia Chapter Of NIGP

## OPERATIONS GUIDE

Revised January 11

---

- assure 100% attendance, it is recommended that each Board and Executive Committee Member be contacted prior to setting meeting dates to confirm his or her availability to attend.
4. Assures that all records retained by the outgoing Officers and Committee Chairpersons are passed on to the respective incoming Officers and Committee Chairpersons no later than January 15<sup>th</sup>. Once previous year's records have been reviewed and accepted, they will be turned over to the Historian.
  5. Confers with the Secretary on items needed for the first Executive Committee and Board of Directors meetings. For example: (1) Preparing a Board Member Notebook for distribution at the first meeting of the year; and (2) Preparing updated materials for notebooks of returning Board Members.
  6. Coordinates with Secretary on whether required data has been forwarded to NIGP national headquarters, such as: (1) A Chapter Year-End Membership List, (2) A list of Officers, Committee Chairpersons and Advisory Council Members, including names, addresses, phone and fax numbers, and email addresses; and (3) Financial audit of the previous Chapter year. The Audit is usually not completed until February or March.

Develops, prior to the first Executive Committee and Board Meetings, ideas for the goals to be achieved during the Chapter year. It would be useful to ask each Officer and Committee Chairperson to do the same. The collective goals can be considered at the first meeting. To assist Board Members in developing their goals, Chapter Business Plan could be transmitted to them with a request that it be reviewed and their goals developed for recommendation at the first Board Meeting.

7. Meet with Committee Chairperson(s) prior to the first meeting if you have any particular plans for that Committee to be aware of and develop these into goals for the Chapter Business Plan.

### **B. Ongoing Activities:**

1. During the Chapter year, each Committee Chairperson carefully monitors progress of their Committees to assure meeting its goals included in the Chapter Business Plan, stays within budget, and arranges for responsibilities assigned to the Committee to be carried out.
2. During the Chapter Year, the Executive Committee monitors activities and conducts business of the Chapter between Board of Directors Meetings and with Board approval. For more specific Executive Committee responsibilities.

# Georgia Chapter Of NIGP

## OPERATIONS GUIDE

Revised January 11

---

3. The President takes the initiative to arrange for a meeting with other NIGP Chapter Presidents in the state to coordinate mutual interests. Other Chapters are: Governmental Purchasing Association of Georgia (GPAG) Chapter of NIGP, and Georgia Coastal Chapter of NIGP.

### **SECTION IV - GENERAL DUTIES OF DIRECTORS**

The following described duties and responsibilities of Board Members are generally performed, but may be modified by the President. Changes of a more permanent nature will require revision of this part of the Operations Guide and possibly the By-Laws. The purpose of stating these duties is to familiarize each individual Board Member with their particular role and provide an overview of their activities. Each Board Member should also familiarize themselves with the Chapter's Constitution and By-Laws, the Chapter Business Plan and the 2-year Budget, which may affect individual activities.

#### **A. Officers:**

##### **PRESIDENT**

The President's term is two (2) consecutive years. The purpose of the President is to exercise general supervision over the affairs of the Chapter, preside over meetings of the Chapter, is a member ex-officio of all Committees, and performs all duties incident to the office of President. The President is Chairman of the Board of Directors and the Executive Committee and coordinates meeting dates and locations with the Secretary. The President chairs Chapter meetings and coordinates meeting dates and locations with the Conference, Program, and Education Committee Chairperson. Meeting agendas are developed and arrangements made with the Secretary for inclusion with meeting announcements.

All Officers are expected to attend all Chapter meetings and any special called meetings of the Board of Directors.

##### **VICE-PRESIDENT**

The Vice-President shall coordinate with the Treasurer to assure that an annual fiscal audit is performed by an independent auditor, shall conduct Chapter meetings, perform other Presidential duties in the absence of the President, and shall perform other duties as assigned by the President.

The Vice-President shall perform quarterly internal audits of the financial records to include reconciliation of bank statements. The audits will be complete prior to each chapter meeting in order for the results to be reported to the Board of Directors.

# Georgia Chapter Of NIGP

## OPERATIONS GUIDE

Revised January 11

---

The Vice-President will ensure that IRS Form 990 is complete and filed within the necessary time frame to NIGP and IRS. A copy of the completed form will be sent to the Secretary to be filed with Chapter records.

All Officers are expected to attend all Chapter meetings and any special called meetings of the Board of Directors.

### **TREASURER**

Early in the Chapter year, the incoming Treasurer arranges for bank signature cards to be executed.

The Treasurer has charge of the funds of the Chapter and shall pay bills against the Chapter. Upon receiving invoices or receipts for reimbursement certified by sender and accompanied by the Chapter's Reimbursement Form, checks are written and signed by the Treasurer and forwarded to the President, or Vice-President, for co-signing for payment. Under extenuating circumstances whereby the Treasurer is not available then the Vice-President will become the second signature.

Prior to the first Board of Directors meeting in the Chapter year, the Treasurer asks each Board Member (by memo) to review the existing 2-Year Budget as passed on by the outgoing Board of Directors, and to forward by a certain date their particular proposed budget changes, if any, so that the Treasurer may draft a 2-Year Budget (current and next year), with proposed changes. After receiving budget change requests, the Treasurer prepares an amended 2-Year Budget and submits for Executive Committee review and approval prior to presenting it to the full Board of Directors.

Through the Chapter year, the Treasurer is responsible for the accounting of funds and maintaining complete financial records, including receipts and disbursements.

At each Board meeting, the Treasurer will provide a current financial summary report and a budget comparison report as part of the Treasurer's report on the agenda. Other special financial reports are provided upon request from the President.

Near the end of the Chapter Year, arrangements are made with an independent auditor to perform a financial audit of the Chapter year records. The Treasurer and Vice-President agree upon the selection of an auditor.

All Officers are expected to attend all Chapter meetings and any special called meetings of the Board of Directors.

# **Georgia Chapter Of NIGP**

## **OPERATIONS GUIDE**

Revised January 11

---

### **SECRETARY**

The Secretary maintains a written record of the proceedings, in the form of Minutes, of all meetings of the Board of Directors, Executive Committee, and Chapter meetings.

Notices covering meetings and the affairs of the chapter are distributed by the Secretary, which may include a meeting agenda, as early as possible, but no later than fifteen (15) days prior to the meeting date. Notices of the two (2) Chapter meetings held independently of conferences will be mailed to chapter membership by the Secretary.

The Secretary maintains a complete file, from the beginning of each Chapter year consisting: (1) Meeting Minutes, (2) Constitution and By-Laws, (3) Meeting notices and agendas, (4) Chapter newsletters, (5) Advance voting, (6) Business Plans, and (7) correspondence. Other files maintained are: Operations Guide for Board of Directors, National Institute of Governmental Purchasing (Chapter's definition of NIGP), Chapter forms, such as those for Reimbursement, Transmittal of Invoices/Income to the Treasurer, Transmittal of Receipt(s) for Reimbursement to the Treasurer, tax exempt FEI forms, etc.

Early in the Chapter Year, the Secretary will:

Prepare notebooks for each Board Member for distribution at the first Board of Directors meeting, to include: (1) Board of Directors directory (name address, business phone number, fax number and home phone number), (2) Constitution and By-Laws, (3) Membership Directory, (4) Chapter Business Plan, (5) 2-Year Budget, (6) Treasurer's report of the previous year, (7) Executive Committee Meeting Minutes of previous year, (8) Board of Directors Meeting Minutes of previous year, (9) Chapter Meeting Minutes of previous year, (10) The Operations Guide for Board Members, and (11) Chapter Meeting Sign-In Sheets.

Send Chapter information to NIGP as required.

All Officers are expected to attend all Chapter meetings and any special called meetings of the Board of Directors.

The Secretary performs other duties as assigned by the President.

### **IMMEDIATE PAST PRESIDENT**

The Immediate Past President serves on the Executive Committee and the Board of Directors. In this role, the IPP participates and provides information as may be

# Georgia Chapter Of NIGP

## OPERATIONS GUIDE

Revised January 11

---

requested from the President including performing the swearing in of new officers. This duty may be performed by any Past President of the Chapter.

All Officers are expected to attend all Chapter meetings and any special called meetings of the Board of Directors.

### **B. Committee Chairpersons:**

#### **EXECUTIVE COMMITTEE**

The President chairs this Committee, or the Vice-President in the absence of the President, the Committee Members are: The President, the Vice-President, the Treasurer, the Secretary, and the Immediate Past President. The Committee transacts such business of the Chapter as the Board authorizes during intervals between meetings of the Board of Directors.

Other responsibilities of the EC are to: (1) encourage participation and awareness of Chapter's mission, (2) address matters which come before the Chapter to ensure focus on Chapter's mission, (3) review proposed 2-Year Budget proposed by the Treasurer prior to presentation to the Board for approval, (4) in conjunction with Committee Chairpersons, ensure that goals are clearly understood and sufficient commitment and resources are available to meet target dates, (5) ensure integration of the budget and planning process, and (6) monitor the progress of Committees in the accomplishment of goals.

The Committee Chairperson (President) makes periodic reports to the Board of Directors.

All Committee Chairpersons are expected to attend all Chapter meetings and any special called meetings of the Board of Directors.

#### **AWARDS, SCHOLARSHIPS & GRANTS COMMITTEE**

The Awards, Scholarship & Grants Committee Chairperson leads the Committee in its activities. Serving with the Chairperson, members of the Awards and Scholarships (A&S) Committee are: Chairperson of Conference, Program, and Education Committee; Chairperson of Membership Committee; and an additional appointee from the Chapter membership who is appointed by the President.

##### **1. Chapter Annual Awards:**

The Committee is responsible for the development and administration of procedures, criteria, and final selection of recipients for awards.

# Georgia Chapter Of NIGP

## OPERATIONS GUIDE

Revised January 11

---

Professional Purchasing Manager of the Year Award  
Professional Buyer of the Year Award  
Outstanding Service Award  
Scholarships Award

The Chapter recognizes the excellence in its members and presents these awards at its Annual Meeting in December or Special Awards Banquet. Every Member is encouraged to participate as a candidate for the awards. The Awards and Scholarships Committee follows the criteria established by National in selecting the awardees.

The Awards and Scholarships Committee reviews current Chapter criteria to ensure National guidelines are adhered to for the awards of Professional Purchasing Manager of the Year and Buyer of the Year; and the Chairperson, if any, recommends changes, for Board approval by July of the award year. Also the Board is notified in July if no changes are recommended.

Notification of procedures for qualifying as a candidate for awards are provided to membership in September, stating the return date requested, allowing time for submittal by candidates for consideration. The Committee selects awardees using established criteria for awards selection, and presents awards at the December Annual Chapter Meeting and/or Special Awards Banquet.

### **2. National level awards:**

The National Institute invites Chapters to submit nominations for awards for NIGP Manager of the Year, NIGP Buyer of the Year, NIGP small Chapter of the Year, and NIGP Large Chapter of the Year. The Institute sends procedures and criteria for award selection early in the calendar year to Chapter Presidents. The Georgia Chapter President passes the information on to the Awards, Scholarships and Grants Committee Chairperson. The Committee recommends for Board approval whether or not to participate in the award competition at the national level. Should the decision be made to participate, the Committee gathers data, completes forms, etc., and submits nominations to NIGP.

NIGP presents the awards at the Annual Forum and Products Exposition, usually in late July or early August.

### **3. Grants:**

Individuals may receive a grant for an established dollar amount per 12 month calendar year.

# Georgia Chapter Of NIGP

## OPERATIONS GUIDE

Revised January 11

---

The Awards, Scholarships and Grants Committee Chairperson makes periodic Committee reports to the Board of Directors and to the President.

All Committee Chairpersons are expected to attend all Chapter meetings and any special called meetings of the Board of Directors.

### **EXPO COMMITTEE**

The Expo Committee is a standing Committee as long as the Board of Directors approves conducting the Annual Georgia Governmental Purchasing Conference and Product Expo (GGPCPE) in the next year. The purpose of the Committee is to plan, organize and conduct the GGPCPE. Each year the Board considers the outgoing Committee's recommendation as to whether the event should be held the next year. The recommendation is made based upon how successful the last GGPCPE was. If the Board approves a next year event, the President names a Chairperson, who selects Chapter Members to serve on this large Committee. Some years the GGPCPE is jointly conducted by this Chapter and the GPAG Chapter of NIGP, and in those years, the President of each Chapter jointly chairs the Expo Committee, with a Co-Chairperson from Georgia Chapter and a Co-Chairperson from the GPAG Chapter named.

#### **1. Forming the Committee**

- a. The Committee Chairperson is named soon after the close of the last GGPCPE and after the Board approves having the event the next year. The Chairperson contacts Members for their agreement to serve in specific roles. An organization chart of the Committee is prepared.
- b. A task list is developed. Conducting an event this large requires a large group of individuals dedicated to tasks are accomplished in stages.

#### **2. Committee Meetings:**

- a. The Chairperson calls a meeting of the Committee as soon as possible to (1) assign tasks; (2) select a site for the event, and (3) select dates for the event.
- b. The Committee meets as soon as possible after it is formed. Usually the first meeting is in May or June. Then, meetings are held monthly or as often as necessary to monitor the progress and assure all tasks are being completed on schedule.
- c. As early as possible, a budget for the Committee is developed and adopted by the Committee.

# Georgia Chapter Of NIGP

## OPERATIONS GUIDE

Revised January 11

---

### 3. The Agenda

The GGPCPE agenda is planned at an early meeting. It usually includes:

a. A Ribbon cutting:

To officially open the products expo, a ribbon cutting ceremony is arranged, with the Chairperson (or Co-Chairpersons) and the Exhibitor Advisory Committee Chairperson participating.

b. Products Expo:

Exhibits of the products expo are usually open portions of two days. Door prizes are usually given away during the expo hours and winners are announced intermittently.

c. Seminars:

Seminars are planned around the products expo hours. Usually the seminar is of 2 hours to 4 hours duration. The seminars may be scheduled to be going on while the products expo is open, to allow the largest number of attendees in the expo area at all while it is open.

d. EXPO Appreciation Dinner:

There is an exhibitor appreciation night and usually includes a dinner and games/entertainment. This is to show the vendors and/or exhibitors appreciation for exhibiting at the event. Door prizes are usually given away during the evening.

### 4. Finances:

a. The Committee decides the amount of the registration fee for the GGPCPE, and the cost of exhibit booths/islands. Committee participants will not be reimbursed for travel to meetings provided their government entities will NOT pay their travel. The Committee is self-supporting and does not require Board approval on the Committee's budget.

b. Net income from the GGPCPE goes into the Chapter treasury, except for years when the event jointly sponsored with GPAG Chapter of NIGP. In those years, the two Chapters share equally in expenses, income, and efforts.



# Georgia Chapter Of NIGP

## OPERATIONS GUIDE

Revised January 11

---

- c. Georgia Chapter uses income from the GGPCPE to offer Chapter sponsored events at a reduced fee, annual awards, and enhancement of Chapter services to the membership.

### **5. Reports to the Board:**

- a. The Expo Committee Chairperson makes updated reports to the Board.
- b. At the close of the GGPCPE, critique sheets from exhibitors and attendees are summarized. At a wrap meeting of the Committee, a decision is made as to whether or not the Committee wishes to recommend that a GGPCPE be conducted the next year. Then, at the next Board Meeting, the Expo Committee Chairperson makes a recommendation to the Board. The Chapter Board of Directors makes the decision whether to hold the GGPCPE the next year.
- c. The Expo Committee Chairperson makes a final financial report to the Board of total expenses, total income, net balance, after the event is concluded.

The EXPO Committee Chairperson makes periodic Committee reports to the Board of Directors and to the President.

All Committee Chairpersons are expected to attend all Chapter meetings and any special called meetings of the Board of Directors.

### **CONFERENCE, PROGRAM, AND EDUCATION COMMITTEE**

The Conference, Program, and Education Committee (CPE) Chairperson leads the Committee to plan, establish and coordinate educational programs, subject to approval of the Board, which furthers knowledge, expertise and professionalism.

Two of the most important and far reaching services of the Chapter are the offering of seminars and promoting certification in the field of governmental purchasing and materials management. The Chapter invites members and non-members to attend the seminars sponsored by the Chapter, and encourage certification as a Certified Public Purchasing Officer (CPPO) and Certified Professional Public Buyer (CPPB).

In addition to or in conjunction with offering NIGP seminars, Chapter seminars on special topics are also arranged from time to time.

NIGP provides guidelines to Chapter offering NIGP seminars and the following outlines the process.

# Georgia Chapter Of NIGP

## OPERATIONS GUIDE

Revised January 11

---

### **1. NIGP Seminars:**

The Chapter is encouraged by NIGP to schedule and offer NIGP seminars using NIGP textbooks, materials, and NIGP supplied instructors. The education and professional development of individuals involved in public purchasing has been one of NIGP's primary objectives since it's founding in 1944. Offering of the NIGP seminars by Chapters is on a cost-sharing basis with NIGP.

NIGP has developed a comprehensive professional development program, which guides the public purchasing professional to certification as either a CPPO or CPPB.

### **2. NIGP Policy on Seminar Registration Fees and Revenue Sharing:**

Registration fees are set by NIGP. Chapters offering NIGP seminars locally share with NIGP in the revenues received and expenses incurred. Fee structure, revenue sharing, and other related information are set forth in the current NIGP "Chapter Seminar Agreement".

### **3. Seminar Planning:**

The CPE Committee plans future seminars well in advance so that the Chapter's seminar schedule can be announced early enough to allow attendees to budget for and obtain approval for travel and training.

There are three NIGP Chapters in Georgia. In the planning stage, every effort should be made to avoid scheduling seminars on dates, which would conflict with the other Chapters meetings. The Chapter President should be consulted on this matter as the Chapter Presidents keep each other informed of Chapter schedules.

The CPE Committee may wish to schedule one seminar or multi-seminars at one event, and may wish to plan them in conjunction with regular Chapter Meetings.

#### **a. Choosing a Location:**

In choosing a location for seminars, it should be a site where good attendance can be expected, and area which attracts people.

After dates, locations, and classes of future seminars have been decided, an NIGP Seminar Request and Logistics Form is submitted to NIGP.

# Georgia Chapter Of NIGP

## OPERATIONS GUIDE

Revised January 11

---

### **b. Hotel Arrangements:**

Experience has proven that the best possible place to hold the seminars is in a hotel. Out of town attendees and instructors need lodging, and it is more convenient to have the seminars in the same hotel where instructors and attendees are staying. A contact is made with the hotel in city selected for the seminar(s), and the following arrangements made:

#### **1) Letter of Agreement with Hotel:**

The arrangement with the selected hotel should encompass making arrangements for the following:

- a) Blocks of Rooms
- b) Meeting Rooms for Classes
- c) Rental of any equipment needed
- d) Catering Services
- e) Hospitality Suite
- f) Parking Arrangements/Costs

#### **2) Seminar Announcement/Registration Form:**

The CPE Committee prepares and arrange for the printing of a seminar announcement brochure with registration form. Several months prior to the seminar dates, the Committee mails the brochure/registration form to all Chapter Member and non-Chapter member governmental purchasing offices in Georgia. The registration form provides spaces for attendee name; government entity and address, telephone number and fax number; email address; type of membership; seminar for which registering; and the amount of registration fee paid.

#### **3) Audio-Visual Requirements:**

Chapter owned equipment will be utilized when available.

#### **4) Seminar Registration:**

Seminar registration for NIGP courses is handled directly by NIGP and mailed to the address indicated in the seminar announcement brochure. NON-NIGP registrations are held by Conference, Program and Education Committee Chairperson.

# Georgia Chapter Of NIGP

## OPERATIONS GUIDE

Revised January 11

---

### 5) **Communication with Instructors:**

NIGP should contact instructors to confirm that NIGP has selected them to instruct at the seminars, provides them a copy of the Chapter's seminar announcement, a hotel brochure or map showing location of hotel, airport/hotel shuttle information, and gives notification of a meeting of instructors with a Committee member before the seminars begin.

### 6) **Seminar Cancellation:**

The minimum number of attendees for an NIGP seminar is determined by the national office. Should there be an insufficient number registered, two weeks prior to the dates of the seminars, the CPE Committee Chairperson contacts NIGP's Education and Professional Development Division for approval to conduct the seminar, stating the number of registrations. If NIGP does not approve, the Chapter sends regrets to those who did register and announces the seminar is cancelled due to so few registering. In communication, the Chapter asks whether the registered wishes to receive a refund or a letter of credit for the amount to be applied toward a future seminar. NIGP will notify the instructors of the seminar cancellation.

### 7) **On-Site at the Seminars:**

The CPE Committee Chairperson will be on site at the seminar location, with a Committee Member if needed, the afternoon before the seminars begin. Copies of the Attendee Lists, Chapter Banner, Chapter Membership Brochures, and related materials will be brought to the hotel. Several duties are performed including but not limited to:

- a) Textbooks and other materials from NIGP are brought to the hotel and arrangements made to place them in the appropriate classrooms.
- b) The classrooms are checked to make sure the set ups are in accordance with the requirements, such as: Arrangement in classroom style, a head table with lectern; flip chart and other audio visual equipment in place, tables draped and adequate seating for the number of registered attendees.
- c) A meeting is held with the instructors the evening before the seminars to inform them of: the classroom locations, where the

# Georgia Chapter Of NIGP

## OPERATIONS GUIDE

Revised January 11

---

textbook and other instructional materials are, provide them with a list of attendees, etc. This makes for a smooth beginning and generally sets the stage for successful seminars.

- d) The CPE Committee Chairperson and/or Committee Members are positioned at the registration desk on the morning of the first day of seminars to provide name badges for attendees and confirm registrations. The list of attendees is used to check off those arriving for the seminars.
- e) Assure that a continental breakfast is available on the first day at registration. Also check each day to make sure that morning and afternoon refreshments are available at break periods.
- f) After the seminars are completed, meet with the instructors and gather left over extra textbooks, training materials, etc., box them and place a mailing label on the carton(s) for return to NIGP. Also, mail, in a “first class” envelope furnished by NIGP all information required by NIGP.

### **8) Certification Points Certificate:**

The CPE Committee issues certificates for non-NIGP seminars and workshops to attendees, which may be used to obtain recertification points. NIGP seminar certificates are provided directly from NIGP.

### **9) Certifications and Examinations:**

- a) Certifications: NIGP promotes the certifications offered by the Universal Public Purchasing Certification Council (UPPCC), in the field of governmental purchasing. Further details on NIGP certifications are available at [www.nigp.org](http://www.nigp.org) or [uppcc.org](http://uppcc.org).

## **1. Chapter Meetings/Programs:**

Programs are planned in conjunction with Chapter Meetings and occur before or after the official business part of the Chapter Meeting is called to order. The CPE Committee develops ideas for the type of program. Types of past programs are: (1) a speaker to talk on a topic relating to issues governmental purchasers find useful; (2) a panel discussion session, covering various topics useful to governmental purchasers; (3) a film on negotiating, etc.; (4) a tour of a local point of interest; etc. (5) Drawings for door prizes.

# Georgia Chapter Of NIGP

## OPERATIONS GUIDE

Revised January 11

---

The Committee arranges for the availability of audiovisual equipment and materials required for programs.

### **2. Frequency and Location of Programs/ Meetings:**

The CPE Committee member and the Committee Chair decide on the dates and locations of Chapter Meetings. Programs are usually presented twice in a Chapter Year, in conjunction with Chapter Meetings, with one meeting in the spring and the Annual Meeting in December.

The importance of planning, and publicizing dates and locations of Chapter Meetings in advance is so that Chapter members have an opportunity to budget and plan for attendance. It is very unlikely that members can attend on short notice. Most likely, seminars will be offered at the same time as Chapter Meetings and coordination of planning with the CPE Committee Chairperson is necessary.

### **3. Meeting/ Program Announcements:**

The Secretary gives notification of Chapter Meetings to the membership as early as possible, but not less than fifteen (15) days in advance of the meeting date. The Chapter Meeting and program should be included in the brochure announcing seminars and registration, if seminars are held at the same time. Also, the Chapter newsletter should carry meeting announcements.

The CPE Committee Chairperson makes periodic Committee reports to the Board of Directors and to the President.

All Committee Chairpersons are expected to attend all Chapter meetings and any special called meetings of the Board of Directors.

## **MEMBERSHIP COMMITTEE**

The Membership Committee Chairperson leads the Committee in managing membership functions for the Chapter. This involves maintaining membership files, receiving membership files applications and dues, forwarding dues to Treasurer, recording membership records; providing membership cards and new member packets, preparing and providing current Membership Lists to the membership, sending notices/invoices for membership renewal, and related activities. Also, the Committee recommends for Board approval methods for getting new members and retaining members.

# Georgia Chapter Of NIGP

## OPERATIONS GUIDE

Revised January 11

---

### **1. Maintaining Membership Files:**

The Membership Committee Chairperson maintains membership files. Included are: (1) Access Data Base membership File, (2) membership applications by year, and (3) membership correspondence file.

Supplies maintained are: (1) Membership Application forms; (2) Membership lapel pins; (3) New member packet materials, including pocket folders, NIGP Code of Ethics, NIGP Aims and Objectives, Constitution and By-Laws, current Membership Lists, and Board of Directors directory; (4) Membership cards, available online; (5) and related office supplies.

### **2. Membership Applications Dues:**

The Committee receives Membership Applications and Dues.

- a. Verifies whether eligible for membership. According to Chapter By-Laws, the types of membership are as listed by NIGP.
  - 1) Regular membership is offered to all personnel who are currently and directly involved with the public procurement profession and work in federal, state/provincial, county, city, public schools, institutions of higher learning, commissions, boards, governmental hospitals, public authorities or institutions.
  - 2) Retired membership for members of the Chapter retired from a public purchasing organization with full retirement benefits and neither self-employed nor employed in the private sector and upon written request for such membership (written request may be in the form of a Membership Application).
- b. Verifies proper dues accompany Membership Application;
  - 1) Applications for new memberships are determined by indication on the Membership Application; and by review of the Membership Data Base to make sure the person's name has not been previously recorded and assigned a Membership Number. Membership dues are \$30
  - 2) Membership renewals are determined by indication on the Membership Application and by review of the Membership Data Base to assure the person's name has not been previously recorded and assigned a membership number. Member dues are \$30.

# Georgia Chapter Of NIGP

## OPERATIONS GUIDE

Revised January 11

---

The applicant is contacted to correct or complete the application process. If all is in order, the membership application is marked to indicate: (1) membership number, as assigned in the following process under 3.a (2) amount of dues paid, (3) check source, and (4) check number.

- c. Transmits membership documents to the Treasurer:

After verifying proper dues, all funds are deposited in Chapter's Operations Account by Membership Committee, accompany Membership Applications, copies forwarded Complete a "Membership Deposit Spreadsheet" or a reasonable facsimile thereof, listing therein each amount separately. See Appendix for Example of Membership Deposit Spreadsheet.

Retain an electronic copy of all spreadsheets submitted.

### **3. Recording membership records:**

- a. Using the Membership Applications for new members, enter name in Membership Access Data Base, thereby assigning a membership number, and record government employer, work title, work address, phone and fax numbers; home address, phone number, and email address; post membership date from and to (for example date paid and end of Chapter Year Paid).
- b. Using the Membership Applications for membership renewals, locate name in the Membership Access Data Base, verify whether any identifying data has changed, such as work title, address, phone, fax, etc., make changes if any, and post membership date from and to (for example date paid and end of Chapter Year).
- c. Using the Membership Applications, update any and all data on the Membership Access Data Base spreadsheet for each new member, and update existing membership renewals.

### **4. Membership Cards:**

Each Chapter Year, membership cards are prepared and made available to current Chapter Year members, both new members and members renewing their membership.



# Georgia Chapter Of NIGP

## OPERATIONS GUIDE

Revised January 11

---

### **5. New Member Packets:**

A packet of Chapter information will be provided to each new member joining the Chapter. A supply of pocket folders are maintained by the Committee for this purpose.

### **6. Membership Lists:**

The Membership Committee updates the membership list and notifies the membership. Then, as of December 31, it is updated to include total membership for the Chapter Year. NIGP expects to receive the December 31 membership list at its national headquarters from the Chapter Secretary no later than January 31.

All membership data is maintained in an electronic format.

Updated membership lists are provided to other committees upon request or as needed.

### **7. Membership Due Notices:**

No later than November 1<sup>st</sup>, the Committee mails to all current members a renewal application.

The Chapter continually strives to retain existing members and recruit new members. The Membership Committee is charged with the responsibility to develop methods to encourage ongoing membership.

### **8. Membership Retention:**

The Membership Committee is expected to examine why past members have not renewed their memberships, and recommend methods or improvements, which would maintain renewals.

### **9. New Member Recruitment:**

The Membership Committee continually considers campaigns, which will be effective in recruiting new members for the Chapter. There are numerous government professionals in the city, county, state and federal government entities in Georgia, some of which have no members in the Chapter. These individuals and their employers can benefit from the NIGP seminars and special Chapter seminars offered; the products expo; the networking possibilities with other Chapter members; etc. The Committee recommends to the Board methods

# Georgia Chapter Of NIGP

## OPERATIONS GUIDE

Revised January 11

---

to recruit new members, which the Committee is willing to carry out with Board approval.

The Membership Committee Chairperson makes periodic Committee reports to the Board of Directors and to the President.

All Committee Chairpersons are expected to attend all Chapter meetings and any special called meetings of the Board of Directors.

### **PUBLIC RELATIONS COMMITTEE**

The Public Relations Committee Chairperson leads the Committee in publicizing the Chapter and its activities, publishing the newsletter *BUY WORDS*, publishing achievements of Chapter members, updating the chapter website, maintaining the Chapter booth at the Expo, promoting State Purchasing Month, and acting as the official chapter photographer.

#### **1. Chapter Newsletter:**

- a. The Chapter newsletter *BUY WORDS* is published three or four times a year by the Public Relations (PR) Committee. The newsletter must be printed and mailed to all Chapter membership no less than two (2) times per year. Each Chapter Officer and Committee Chairperson is expected to write an article for each edition.
- b. The newsletter is published 3 or 4 times during the Chapter Year, usually once per quarter. Electronic distribution is made to each Chapter member and uploaded to NIGP national, NIGP regional, and the Chapter website.
- c. Many Chapter members are unable to attend Chapter Meetings, it is imperative that the newsletter contain as much information as possible to keep members informed of Chapter business, as well as providing articles of purchasing-related content to benefit them professionally.
- d. Board Members are contacted by the PR Committee to solicit articles by a cut-off date for publication in the next newsletter.

#### **2. Publicity:**

The PR Committee uses the Chapter camera, keeps a supply of batteries, and takes photographs of special events of the Chapter and Chapter members. The Committee writes articles or captions to accompany the photographs for publication in the newsletter. Some photographs/captions are forwarded to NIGP for publication in the newsletter and other periodicals which would further the

# **Georgia Chapter Of NIGP**

## **OPERATIONS GUIDE**

Revised January 11

---

Chapter's and/or Member's image. The articles should have the Executive Committee's approval before publication in any format other than the Chapter newsletter.

The Public Relations Committee Chairperson makes periodic Committee reports to the Board of Directors and to the President.

All Committee Chairpersons are expected to attend all Chapter meetings and any special called meetings of the Board of Directors.

### **HISTORICAL COMMITTEE**

The Historical Committee Chairperson (Historian) leads the Committee in conducting research concerning the history of the chapter and collecting all data and materials for the Chapter Library. The records should include at a minimum, minutes of the meetings, membership listings, events held by the chapter and any other information as deemed important to the history of the Chapter.

The Historian will record all information presented to this committee on the "Records Assignment Form" (see Appendix for example). The form will be signed by the committee member receiving the records from each Committee Chair with a copy forwarded to the Secretary and Board Members for the Chapter records.

A log of all documents received by this committee will be maintained and presented to the Executive Committee periodically or as requested for a decision on retention schedules and destruction of hard copies.

The Historical Committee Chairperson makes periodic Committee reports to the Board of Directors and to the President.

All Committee Chairpersons are expected to attend all Chapter meetings and any special called meetings of the Board of Directors.

### **PAST PRESIDENTS COUNCIL COMMITTEE**

The Committee shall be comprised of all past Presidents of the Georgia Chapter that hold current membership in the chapter. The council's primary responsibility shall be to offer advice and recommendations to the Board of Directors. A chairman shall be appointed by the current President who will have one vote which should be the consensus of the entire Council.

# Georgia Chapter Of NIGP

## OPERATIONS GUIDE

Revised January 11

---

### SECTION V POLICIES

Policies previously established by the Board of Directors are:

**1. Membership Dues:**

Dues for all members are \$30 per year for January 1 through December 31.

**2. Membership Lapel Pins:**

Membership lapel pins may be presented to new members joining the Chapter to designate membership only and are not to be used for any other purpose. Should a member lose their pin, a replacement pin may be purchased from the Chapter at a fee set by the Board of Directors.

**3. Refund:**

**4. Travel Reimbursement:**

a. Board Meeting:

Members of the Board attending Board of Director and/or Executive Committee Meetings will not be reimbursed mileage expense.

b. Executive Board & Committee Meetings:

Members of the Executive Committee attending an Executive Committee Meeting will not be reimbursed mileage expense.

# **Georgia Chapter Of NIGP**

## **OPERATIONS GUIDE**

Revised January 11

---

### **SECTION VI APPENDIX**

#### **APPENDIX LIST**

1. Expense Form
2. Membership Deposit Spreadsheet (Example)
3. Records Assignment Form
4. Historical Committee Document Log