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Operations Manual

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GOVERNMENTAL PURCHASING
ASSOCIATION *of* GEORGIA

*The public procurement organization
of choice – setting the standard.*



The Governmental Purchasing Association of Georgia
Chapter #54 of the National Institute of Governmental Purchasing

Operations Manual

I. PURPOSE OF MANUAL

The purpose of this manual is to provide all Officers, the Executive Board, the Executive Committee, Committee Chairs, and the membership of the Governmental Purchasing Association of Georgia (GPAG) with policies and procedures relative to the professional operation of the organization. Further, this manual shall serve to govern the Association on issues not directly addressed in the Constitution and Bylaws of GPAG.

This manual can be amended only by authorization of a majority vote of those in attendance at a business meeting of the Association or by a majority vote of the Executive Committee. Any proposed amendment change shall be submitted to the President who will then notify the Executive Committee and the membership. Prior to any vote, all proposed amendment changes shall be open for review by the membership and the Executive Committee for a minimum of seven days.

II. DEFINITIONS

Executive Board: The Board shall be comprised of the President, Vice President, Treasurer, Secretary, Past President, and Member-at-Large.

Executive Committee: This committee shall be comprised of the Executive Board and all standing and ad-hoc committee chairs.

III. ELECTED OFFICERS

Officers have been elected by the membership to serve this Association. Officers shall serve the Association as defined in the Bylaws.

a. President

Let it be known:

- i. The Association will pay for all expenses required to attend GPAG conferences. This includes registration, lodging, meals and mileage; and
- ii. The Association will pay for all expenses to attend the NIGP National Forum. This includes registration, lodging, meals and mileage.

b. Vice President

The specific duties for Vice President are defined in the Bylaws. Let it be known:

- i. In the event the President cannot attend a GPAG conference, the Association will pay for registration, lodging, meals and mileage; and
- ii. In the event the President cannot attend a NIGP National Forum, the Association will pay for registration, lodging, meals and travel.

c. Treasurer

The specific duties for Treasurer are defined in the Bylaws.

d. Secretary

The specific duties for Secretary are defined in the Bylaws.

IV. STANDING COMMITTEES

a. Executive

The Executive Committee shall be comprised of the Executive Board and all standing and ad-hoc committee chairs. This committee shall work to ensure the accomplishment of the goals of the Association.

b. Budget and Finance

The Finance Committee Chair is appointed by the President and is a member of the Executive Committee. The committee shall be comprised of at least 3 members, one of which shall be the Treasurer.

The primary goal of the Budget and Finance Committee is to provide the Executive Board and the membership with accurate and complete fiscal information upon which to make the decisions necessary to support the Association's purposes as outlined in the Bylaws.

Specific duties of the committee include, but are not limited to:

- i. Obtain a proposed budget from each member of the Executive Committee;
- ii. Prepare and present the annual calendar year budget to the Executive Board for approval;
- iii. Monitor current year budget and inform the Executive Board of necessary issues;
- iv. Provide reports to the Executive Board relating to current period and year-to-date revenues and expenditures to the adopted budget; and
- v. Coordinate with an independent CPA firm to perform an audit of the Chapter's financial records at the end of each term of office and as deemed necessary. All audit reports shall be made available to the membership.

c. Education

The Education Committee Chair is appointed by the President and is a member of the Executive Committee. The committee shall consist of at least three members, one of which must be the Vice President.

The committee's function is to develop, plan and schedule, with approval of the Executive Board, all professional development activities for the Association in cooperation with the Executive Committee. In order to allow for long range planning, the commitments made on programs being developed and approved by the current Vice President will carry over to the succeeding committee.

Specific duties of the committee include, but are not limited to:

- i. Working with the Georgia Center for Continuing Education at the University of Georgia to prepare for conferences;
- ii. Planning, executing and hosting a minimum of two conferences per year; and
- iii. Schedule a group photo to occur at a minimum of one conference.

Further, let it be known:

- i. The expenses for the Chair of the Education Committee, or designee, for all GPAG conferences and professional learning activities will be paid by the Association. This is to include registration, lodging, meals and mileage.
- ii. The expenses for the Chair of the Education Committee, or designee, for travel associated with the selection of conference and meeting locations will be paid by the Association. This is to include lodging, meals and mileage.

d. Membership

The Membership Committee Chair is appointed by the President and is a member of the Executive Committee. The committee shall consist of at least three members.

This committee can be one of the most productive areas of the Association. The primary objective is to promote GPAG through a continued effort to secure new members. All actions taken to achieve that goal shall be approved in advance by the Executive Board.

Specific duties of the committee include, but are not limited to:

- i. Responsible for the proper and timely preparation and issuance of invoices for dues and the collection of it;
- ii. Ensure members are invoiced in a prompt and timely manner;
- iii. Maintain and make available a complete membership roster;
- iv. Act on all matters concerning membership; and
- v. Lead efforts to increase membership among purchasing agents or those charged with purchasing responsibilities.

e. Public Relations and Historical

The Public Relations and Historical committee Chair is appointed by the President and is a member of the Executive Committee. The committee is comprised of at least 3 members.

Specific duties of the committee include, but are not limited to:

- i. Publish the Association's newsletter at least semi-annually;
- ii. Design and print brochures, pamphlets, flyers, bulletins, etc. that may be required from time to time;
- iii. Review and approve design on all brochures, pamphlets, flyers, bulletins, etc. that are distributed by committees or the Chapter;
- iv. Maintain newsletters and photographs, thus providing a history of the Association;
- v. Take photos at each GPAG event; and
- vi. Maintain chapter website.

f. Awards and Scholarship

The Awards and Scholarship Committee Chair is appointed by the President and is a member of the Executive Committee. The committee shall consist of at least three members.

The purpose of the committee is to review, develop and administer the criteria to be used in conjunction with the following awards and scholarships:

- Public Purchasing Officer of the Year Award;
- Public Buyer of the Year Award;
- Darrell Strange Award; and the
- Tom Dykes Scholarship

In addition, the Chair shall coordinate and submit criteria relating to the NIGP Chapter of the Year Award.

Specific duties of the committee include, but are not limited to:

- i. Review, develop and administer the criteria to be used for the awards and scholarships given by the Chapter;
- ii. Notify membership a minimum of 60 days prior to application submission due date; and
- iii. Upon request of award recipients, the Chair of this committee will assist member in submitting award application for the Buyer of the Year and Manager of the Year to NIGP.

The following is a list of the awards and scholarships:

- Public Purchasing Officer of the Year Award – In order for a member to be eligible for award, they must be a member in good standing and complete the Officer of the Year Award application by due date. Award winner will have the choice of: (a) registration, lodging, travel and meals (not included in registration fee) for the NIGP National Forum which must be used for one of the next two consecutive forums; or (b) registration, lodging, travel and meals (not included in registration fee) for the next two GPAG conferences.
- Public Buyer of the Year Award – In order for a member to be eligible for award, they must be a member in good standing and complete the Buyer of the Year Award application by due date. Award winner will have the choice of: (a) registration, lodging, travel and meals (not included in registration fee) for the NIGP National Forum which must be used for one of the next two consecutive forums; or (b) registration, lodging, travel and meals (not included in registration fee) for the next two GPAG conferences.
- Darrell Strange Award – The Darrell Strange Award is presented to a member in good standing and is nominated and elected by the membership. Nomination is made in the form of a letter which is then distributed to all members along with a voting ballot. The winner of this award will have the choice of: (a) registration, lodging, travel and meals (not included in registration fee) for the NIGP National Forum which must be used for one of the next two consecutive forums; or (b) registration, lodging, travel and meals (not included in registration fee) for the next two GPAG conferences.

Once a member receives an award, they are not eligible for the same award for five years.

- Tom Dykes Scholarship – The Tom Dykes Scholarship is presented to two members in good standing and includes registration, lodging, travel and meals (not included in registration fee) for the next GPAG conference. This scholarship was established for those whose agency will not pay for the member to attend the conference. In order to be eligible for this scholarship, member must write a letter requesting the scholarship and stating the reason for the need. The letter must be signed by the member’s immediate supervisor. Preference will be given to applicants that have not previously received the scholarship within the past 2 years.

g. Bylaws

The Bylaws Committee Chair shall be the Vice President. The committee is comprised of at least 3 members.

The primary purpose of this committee shall be to evaluate and study the bylaws, making recommendation for revisions when required. This committee will also be responsible for publishing all changes to the bylaws and distributing copies to the membership.

Specific duties of the committee include, but are not limited to:

- i. Evaluate and study the bylaws and make recommendations for revisions when required.

h. Legislative

This Legislative Committee is dedicated to providing the GPAG membership with current information about activities of the Georgia General Assembly and other political activities as they relate to procurement.

Specific duties of the committee include, but are not limited to:

- i. Provide reports to the membership and Executive Board relative to legislative activities;
- ii. Draft resolutions on specific legislation for presentation to the membership for purposes of voting; and
- iii. Participate in legislative activities for and on behalf of the Association, if not in conflict with your employment.

i. Nominating and Elections

The Nominating and Election Committee Chair is appointed by the President and is a member of the Executive Committee. The committee is comprised of at least 3 members.

The primary purpose of this committee shall be to establish a slate of candidates and to conduct the election of officers for the Association.

Specific duties of the committee include, but are not limited to:

- i. Recommend a slate of one candidate for each Office, accept nominations from the floor at the spring business meeting and present this slate of candidates for membership vote to be held at the fall business meeting.

Said slate of candidates shall be listed on the official Chapter ballot, along with space to allow for write in candidates, and introduced to the membership by mail at least thirty (30) days prior to the Fall meeting in which the election is to be held.

All ballots of regular, retired, and non-resident members will be counted. Absentee Ballots, in order to be counted, shall be submitted on the Official Chapter Ballot and, signed by the voter. The Absentee Ballot shall be received by the Nominating Committee prior to the official vote and remain sealed. A simple majority vote will determine the outcome.

- ii. A special election(s) will occur when succession is not possible. The Nominating Committee shall, within 15 days of notification of an open position, present a name to the membership by email. Floor nominations from the current membership will be accepted for 15 days from the date of membership notification.

The Nominating committee will then email official chapter ballots to all current GPAG members for voting. The official ballot will include the name presented by the Nominating Committee and all names submitted by floor nomination. Voters shall sign and return the official ballot to the Nominating Committee chair by fax or mail within 10 business days (deadline will be on the ballot). Current membership will be verified on all votes submitted on time and ballots will be counted. A simple majority vote will determine the outcome.

V. GOVERNMENTAL PURCHASING CONFERENCE AND PRODUCTS EXPOSITION

The Association's participation shall be contingent upon the annual approval of the Executive Board. The President shall appoint a member of the Association to serve as the Co-Chair for the Governmental Purchasing Conference and Products Exposition (Expo) Committee. The appointee shall serve as a member of the Executive Committee. This committee is a joint committee of the Georgia Chapter of NIGP and the Governmental Purchasing Association of Georgia. It shall consist of a co-chair from each chapter. The primary purpose of this committee shall be to work on planning of the Expo, which includes lodging, classes, vendor recruitment, entertainment, food and any other related function that may be required.

VI. MEMBERSHIP

Membership categories shall include:

a. Regular Membership

- i. Membership shall be open to all persons associated with procurement or purchasing in cities, municipalities, townships, state agencies, public school systems, publicly owned and operated hospitals and utilities, colleges, universities, commissions, authorities and any other political subdivisions, provided:
 - 1. They spend time involved in purchasing or materials management functions;
 - 2. They hold full time positions having direct influence on the public procurement process, such as elected officials, department heads, and educators; and
 - 3. They work for government agencies located in the State of Georgia.
- ii. Regular membership rests on the individual representing the member agency;
- iii. An applicant becomes a regular member upon acceptance of their application, payment of dues, and confirmation by the Membership Committee that the applicant meets all eligibility requirements outlined herein;
- iv. Regular Members shall be entitled to vote, hold office and chair committees; and

- v. Upon request, regular members may remain a member of GPAG for up to six months when temporarily unemployed in a public purchasing position.

b. Honorary Membership

- i. Honorary membership may be conferred by unanimous vote of the membership present at a regular meeting upon individuals who have made distinguished contributions to the purchasing profession or this association;
- ii. Honorary members shall not be entitled to vote;
- iii. Honorary members shall not be allowed to hold office; and
- iv. Honorary members shall be exempt from payment of dues and registration fees.

c. Non-Resident Membership

- i. Non-resident membership shall be open to all persons associated with procurement or purchasing in cities, municipalities, counties, townships, state agencies, public school systems, publicly owned and operated hospitals and utilities, colleges, universities, commissions, authorities and any other political subdivisions, outside the State of Georgia, provided:
 - 1. They spend time involved in purchasing or materials management functions; and
 - 2. They hold full time positions having a direct influence on the public procurement process, such as elected officials, department heads, and educators;
- ii. Non-resident membership rests on the individual representing the member agency;
- iii. An applicant becomes a Non-Resident member upon acceptance of their application, payment of dues, and confirmation by the Membership Committee that the applicant meets all eligibility requirements outlined herein;
- iv. Non-resident members may work on committees but shall not chair a committee or hold office; and
- v. Non-resident members shall be allowed to vote.

d. Retired Membership

- i. Retired membership status may be conferred on members of this association upon their retirement from the pursuit of their livelihood through active employment in the field of public procurement, and upon written request to the Membership Committee Chair;
- ii. Retired members shall be entitled to vote;
- iii. Retired members may serve as Chair, or as a member of a committee, but shall not serve on the Executive Board (elected officer);
- iv. Retired members shall be exempt from payment of dues and registration fees; and
- v. Retired members employed by the private sector shall be prohibited from soliciting at all GPAG functions.

e. Student Membership

- i. Student membership shall be open to individuals participating in an undergraduate or graduate course of study involving public or business administration, public procurement or materials management.

Membership in the Chapter is terminated under the following circumstances:

- a. Failure to pay dues when due within guidelines will result in member being in suspended status Accordingly, these individual will not be eligible for benefits or rights accruing to members during suspended status; and
- b. Upon resignation by member. Resignation is required when a member accepts employment with a vendor or an entity not considered "public".