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# Operations Manual



GOVERNMENTAL PROCUREMENT  
ASSOCIATION *of* GEORGIA

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



# **The Governmental Procurement Association of Georgia**

## **Chapter #54 of the National Institute of Governmental Procurement**

### **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 Procurement 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**

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

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

##### **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 transportation as outlined in the GPAG Operations manual; and
- ii. In the event the President cannot attend a NIGP National Forum, the Association will pay for registration, lodging, meals and transportation as outlined in the GPAG Operations manual.

##### **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 the Treasurer. The committee shall be comprised of at least two members.

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. Prepare and present the annual calendar year budget to the Executive Board for approval;
- ii. Monitor current year budget and inform the Executive Board of necessary issues;
- iii. Provide reports to the Executive Board relating to current period and year-to-date revenues and expenditures to the adopted budget;
- iv. 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; and
- v. Coordinate with same independent CPA firm providing audit to annually provide all necessary tax forms.

##### **c. Chapter Outreach**

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

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

- i. Reaching the next generation of procurement officials;
- ii. Work in conjunction with the Education Chair to provide training for those new to the field of procurement;
- iii. Promote GPAG membership to new procurement officials;
- iv. Work to encourage participation in GPAG in some capacity;
- v. Assist Executive Board with special assignments that aid in reaching and recruiting new and/or younger individuals in the procurement field.

##### **d. 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 two 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. Planning, executing and hosting a minimum of two conferences per year;
- ii. Tracking and awarding appropriate training hours for conferences;
- iii. Responsible for coordinating the hospitality suite at each conference; and
- iv. Plan a local community charity event for each conference.
- v. .

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 transportation as outlined in the GPAG Operations manual .
- ii. As approved by the Vice President, 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 transportation as outlined in the GPAG Operations manual that are not covered otherwise.

**e. 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 two 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 Procurement agents or those charged with Procurement responsibilities in collaboration with the Chapter Outreach Committee.

**f. 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 two 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. Maintain newsletters and photographs, thus providing a history of the Association;
- iv. Take photos at each GPAG event; and

- v. Maintain chapter website.

**g. Vendor Relations**

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

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

- i. Plan fund raising events such as reverse trade shows and trade shows;
- ii. Manage vendor sponsorships for conferences;
- iii. Coordinate with the Education Committee on vendor events at conferences; and
- iv. Conduct vendor recruitment for upcoming events.

**h. 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 two 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 Procurement Officer of the Year Award;
- Public Buyer of the Year Award;
- Darrell Strange Outstanding Member of the Year Award;
- Jimmy Cochran Distinguished Service 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.

Once a member receives an award, they are not eligible for the same award for five years. The following is a list of the awards and scholarships:

- Public Procurement 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, meals, and transportation as outlined in the GPAG Operations manual for the NIGP National Forum which must be used for one of the next two consecutive forums; or (b) registration, lodging, meals, and transportation as outlined in the GPAG Operations manual for your choice of two (2) of the next four (4) 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, meals, and transportation as outlined in the GPAG Operations manual for the NIGP National Forum which must be used for one of the next two consecutive forums; or (b) registration, lodging, meals, and transportation as outlined in the GPAG Operations manual for your choice of two (2) of the next four (4) GPAG conferences.

- Darrell Strange Award – Darrell Strange served as the first president of GPAG. The Darrell Strange Outstanding Member of the Year Award recognizes members that make significant contributions to GPAG. 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 outlining candidate's contributions to GPAG 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, meals, and transportation as outlined in the GPAG Operations manual for the NIGP National Forum which must be used for one of the next two consecutive forums; or (b) registration, lodging, meals, and transportation as outlined in the GPAG Operations manual for your choice of two (2) of the next four (4) GPAG conferences.
- Jimmy Cochran Distinguished Service Award - In 2009, the Executive Board of GPAG established the Jimmy Cochran Distinguished Service Award. The award recipient is chosen by the Executive Board and is a member that meets the following criteria:
  - Has a genuine love and concern for GPAG.
  - Goes above and beyond what is expected.
  - Promotes GPAG through their words and actions.
  - Has been a long time active member of GPAG.
  - Welcomes newcomers and makes them feel welcome.
- Tom Dykes Scholarship – The Tom Dykes Scholarship is presented to two members in good standing and includes registration, lodging, meals, and transportation as outlined in the GPAG Operations manual 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, based upon timely submittal.

**i. Bylaws**

The Bylaws Committee Chair shall be the Vice President. The committee is comprised of at least two 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.
- ii. Evaluate and make recommendations for revisions to the Operations Manual as required.

**j. Legislative**

This Legislative Committee provides the GPAG membership with current information about activities of the Georgia General Assembly and other political activities as they relate to procurement. The committee is comprised of at least two members.

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 membership approval;
- iii. Participate in legislative activities for and on behalf of the Association, if not in conflict with your employment; and
- iv. Foster a relation with other professional groups and organizations for government entities which are involved in legislative activities.

**k. 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 two 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 confidential. A simple majority vote will determine the outcome.

- ii. If a vacancy in an officer's position occurs and succession as outlined in the By-Laws is not possible, a special election(s) will occur. 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, email, 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. TRAVEL/TRANSPORTATION**

Awards recipients and Executive Committee members shall make transportation arrangements that reflect the most economical and practical manner considering the total costs of travel.

- a. For NIGP Forum or other out of state events, GPAG will pay the full registration fee provided registration application is submitted before the deadline for early registration.
- b. Transportation to conference/meeting site/hotel whether by driving, taxi, air, or train.
  - i. If driving, mileage will be reimbursed at the current State of Georgia mileage rate.
  - ii. If by air or train
    - Reservation should be for economy class and should be made at least 30 days in advance. Extenuating circumstances requiring reservations less than 30 days in advance must be approved by the Executive Board.
    - Round-trip mileage to the airport/depot at the current State of Georgia mileage rate, plus parking; **or** two (2) roundtrip mileage to the airport/depot at the at the current State of Georgia mileage rate if being dropped off/picked up; **or** third party driving service to/from the airport, whichever is less.
    - Two (2) baggage fees per meeting
    - Shuttle or third party driving service between the airport/depot and the meeting hotel, if hotel does not provide such service
    - Shuttle or taxi service between the meeting hotel and the meeting location if required, and not provided by event.
  - iii. Rental Cars fees are not allowed
  - iv. If an individual chooses to use a method of transportation other than the most economical rate, reimbursement will be limited to the most economical rate.
  - v. If an individual drives to Forum, parking at the conference hotel will be covered.
- c. Lodging
  - i. For GPAG conferences, a travel day prior to the conference is allowed. For NIGP forum and other events, a travel day prior to the conference and a travel day following the meeting day(s) is allowed.
  - ii. For GPAG Conferences, lodging will be at the GPAG hotel and will be direct billed to GPAG.
  - iii. For NIGP Forum and other events, lodging will be at the event hotel. Receipt must be submitted to the Treasurer for reimbursement.
  - iv. Awards recipients and Executive Committee members are responsible for incidental charges made to the room.



d. **Meals & Incidentals Expenses**

- i. For in state events, meal expenses will be reimbursed for the travel day prior to and the meeting day(s) using the State of Georgia per diem meal reimbursement rates.
- ii. For out of state events (i.e. NIGP Forum), meal expenses will be reimbursed for the travel day prior to, meeting day(s), and the travel day following the meeting day(s) based upon the GSA Meals & Incidentals Expenses rates for the location of the meeting.
- iii. Meals included in registration fees are not eligible for reimbursement.
- iv. Meals included in lodging are not eligible for reimbursement.

**VI. MEMBERSHIP**

Membership categories shall include:

**a. Regular Membership**

- i. Membership shall be open to all persons associated with procurement or Procurement in cities, municipalities, townships, state agencies, public school systems, publicly owned and operated hospitals and utilities, colleges, universities, commissions, non-profit entities, authorities and any other political subdivisions, provided:
  - i. They spend time involved in Procurement or materials management functions;
  - ii. They hold full time or part time positions having direct influence on the public procurement process, such as elected officials, department heads, and educators; and
  - iii. They work for government agencies located in the State of Georgia.
- iv. Regular membership rests on the individual representing the member agency;
- v. 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;
- vi. Regular Members shall be entitled to vote, hold office and chair committees; and
- vii. Upon request, regular members may remain a member of GPAG for up to six months when temporarily unemployed in a public Procurement 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 Procurement 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 Procurement in cities, municipalities, counties, townships, state

agencies, public school systems, publicly owned and operated hospitals and utilities, colleges, universities, commissions, non-profit entities, authorities and any other political subdivisions, outside the State of Georgia, provided:

- i. They spend time involved in Procurement or materials management functions; and
- ii. They hold full time or part time positions having a direct influence on the public procurement process, such as elected officials, department heads, and educators;
- iii. Non-resident membership rests on the individual representing the member agency;
- iv. 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;
- v. Non-resident members may work on committees but shall not chair a committee or hold office; and
- vi. 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) with the exception of Members elected to the Executive Board while employed who retire in good standing during their term. In this case, the Member can complete the term under retirement membership status, but is not eligible for future Executive Board elections;
- 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.
- vi. If a person is re-employed in government procurement, they no longer have retirement status.

**e. Student Membership**

- i. Student membership shall be open to individuals participating fulltime in a 1st time undergraduate or graduate course of study involving public or business administration, public procurement or materials management;
- ii. Student members are encouraged to be an active member of a standing committee
- iii. Student Member shall be exempt from payment of GPAG dues and registration fees to GPAG Conferences.
- iv. Conference attendance with student membership is limited to 2 per

conference.

Membership in the Chapter is terminated under the following circumstances:

- i. Failure to pay dues when due within guidelines will result in member being in suspended status. Accordingly, these individuals will not be eligible for benefits or rights accruing to members during suspended status; and
- ii. Upon resignation by member. Resignation is required when a member accepts employment with a vendor or an entity not considered "public".
- iii. Ethical Violations that result in termination/resignation from position in Government Procurement.