

BYLAWS OF THE CANADA WEST CHAPTER
OF
NIGP, THE INSTITUTE FOR PUBLIC PROCUREMENT

1.0 Bylaws

These Bylaws will serve as a guide to all Canada West Chapter members.

2.0 Election of Officers

- 2.1 Elections are held every two years.
- 2.2 In the event that there is a vacancy prior to the two years and it has not been filled by appointment, formal elections shall take place at the next General Meeting of the Chapter.
- 2.3 Should a position become available prior to the two year term, the Board has the authority to decide to appoint a person that is willing to assume the position *or* if multiple people are, then to vote the person in at the next Chapter General Meeting.
- 2.4 Elections typically will take place at the final Chapter General Meeting of the year.
- 2.5 During an election there shall be call for nominations. A member may nominate others or themselves for a position. If nominated, the candidates shall be asked if they will accept the nomination for the named position. Upon acceptance, a vote will take place for more than one candidate nominated for the same position. The person wishing to fill the position will have an opportunity to speak as to why they wish to fill the position and how their skills would benefit the Chapter. This shall be no more than 5 minutes per candidate.
- 2.6 At the discretion of the Programs, Nominations and Awards Chairperson, the vote may be a show of hands or a silent ballot that is counted by 2 members of the Executive that are not part of the ballot.
- 2.7 Each paid member is allowed one vote. The nominated person for the position being voted on, shall not vote.
- 2.8 A proxy vote is valid if given to the Programs, Nominations and Awards Chairperson prior to the votes being cast either by paper or electronically.
- 2.9 A majority of those voting will be required for a candidate to win an election.
- 2.10 At the end of the vote, all ballots are to be destroyed.

3.0 Term of Office

- 3.1 Each position is held for two years. A position may be reelected for more than one term however it's encouraged to allow for as much membership leadership involvement as possible. Should a position become available prior to the two year term, the Board has the authority to appoint a person that is willing to assume the position *or* if multiple people are, then to vote the person in at the next Chapter General Meeting.
- 3.2 The position of President is recommended to not extend beyond two (2) terms which equals four (4) years.

BYLAWS OF THE CANADA WEST CHAPTER
OF
NIGP, THE INSTITUTE FOR PUBLIC PROCUREMENT

3.3 The new term of office will commence January 1st of the year following their election.

3.4 If appointed in the middle of a term, the position shall commence immediately.

4.0 Dues

4.1 The Executive shall set the membership dues through a majority vote.

5.0 Funds

5.1 A bank account for the Chapter shall be maintained with a minimum of three signatures and maximum of four signatures registered. Signatories to include the President, Recording Secretary, Treasurer. If a fourth signature is deemed necessary, the Board will appoint who on the Executive will be given that authority.

5.2 The Board shall not borrow funds from any bank or lending institution.

6.0 Auditing

6.1 An internal audit shall be conducted of the Treasurers books and accounting documents.

6.2 The audit shall be conducted by two members in good standing, and with the skill to do so.

6.3 The Treasurer may not be part of the auditing team however may provide clarification when requested.

7.0 Meetings

7.1 It is recommended that Board Meetings be held once per month (excluding July and August). This meeting shall be called and arranged by the Recording Secretary.

7.2 General Membership meetings shall be held four times per year. The purpose of the meetings is for networking and education. The final meeting of the year shall include elections for those positions unfilled or if the incumbents term is over.

7.3 General meeting are called and arranged by the Program, Nomination and Awards Chairperson. This position has the responsibility to ensure a communication is released to all the paid members, at least two weeks prior to the meeting.

BYLAWS OF THE CANADA WEST CHAPTER
OF
NIGP, THE INSTITUTE FOR PUBLIC PROCUREMENT

8.0 Executive

8.1 The Executive shall be made up the Board Members and Committee Chairpersons as follows:

8.1.1 Board of Directors

8.1.1.1 President

8.1.1.2 Vice President

8.1.1.3 Recording Secretary

8.1.1.4 Treasurer

8.1.2 Committee Chairpersons of:

8.1.2.1 Professional Development

8.1.2.2 Membership

8.1.2.3 Program, Nomination, and Awards

8.1.2.4 Communication

8.1.3 All members of the Executive shall each have one vote.

8.1.4 If a member holds two positions, this member shall only have one vote.

8.1.5 If a member holds two positions, one on the Board and one as a Committee Chairperson, the Board position shall have one vote, the Committee Chairperson shall have no vote.

8.1.6 It is strongly recommended that one person not hold two positions on the Board of Directors.

8.1.7 It is strongly encouraged that a member only hold one position on the Executive.

9.0 Committees

9.1 Committees shall consist of a sufficient number of members.

9.2 Committee members may volunteer or are selected by the Chairperson of each committee.

9.3 The Board of Directors may appoint Ad-Hoc committees as required and for a designated period of time. Each Ad-Hoc committee shall consist of a sufficient and reasonable number of members led by a Chairperson appointed by the Board of Directors.

9.3.1 Ad-Hoc committees shall provide a monthly update submitted to the Secretary to be read at the Board meetings.

BYLAWS OF THE CANADA WEST CHAPTER
OF
NIGP, THE INSTITUTE FOR PUBLIC PROCUREMENT

9.3.2 The creation and dissolution of Ad-Hoc committees shall be formally recorded in the Secretaries' Minutes.

10.0 Procedures

10.1 Quorum

10.1.1 Quorum at a Board meeting shall consist of a majority of the Executive.

10.1.2 Quorum at a General Membership meeting shall consist of a minimum of ten percent of the paid membership.

10.1.3 This shall not include retired members.

10.2 Voting: A majority vote is a minimum of fifty percent plus one unless otherwise stated within the bylaw.

10.3 The meetings shall employ Roberts Rules of Order.

10.3.1 A guideline of Roberts Rule of Order shall be given to each member of the Executive upon appointment.

11.0 Remuneration

11.1 Unless authorized at a meeting of the members and after a successful majority vote of 3/4 of the members present, no member of the Executive shall receive remuneration for their services.

11.2 Volunteers who are not members may receive an Honorarium if successfully voted on by the Board of Directors.

11.3 If a member of the Canada West Chapter is attending the National NIGP Conference, they may request support from the Chapter to a maximum of \$500.00 per year requested in the same year as the Conference, as long as the following conditions apply:

11.3.1 They are an active Canada West Chapter member *and* in good standing.

11.3.1.1 Active is defined as attending at least 50% of the General meeting per year.

11.3.1.2 Good standing is defined as the membership is paid.

11.3.2 The member must provide a written request with the reasons they wish to seek financial support to attend the National Conference as well as their commitment to comply with 11.3.

11.3.3 The member has not received financial support from their employer for the conference fee or travel.

11.3.3.1 Proof may be requested and every effort must be made to provide this.

BYLAWS OF THE CANADA WEST CHAPTER
OF
NIGP, THE INSTITUTE FOR PUBLIC PROCUREMENT

- 11.3.4 The funds are only to be used for the conference fee or travel.
- 11.3.5 If the member fails to attend the conference for any reason, any financial support given to the member by the Chapter must be paid back to the Chapter in full within 30 days.
- 11.3.6 Only one member per year shall be eligible to receive this benefit.
- 11.3.7 The Executive has the exclusive right to accept or refuse to give the requested support or a portion of the requested support, based on the state of the Chapter finances and through a majority vote of the Executive.
- 11.3.8 If a member of the Executive is the one requesting financial support, they shall have no vote.
- 11.3.9 It is strongly recommended that support be shared amongst the membership.
 - 11.3.9.1 If more than one member applies for financial support the following is to be used as a guideline:
 - 11.3.9.1.1 Member is eligible for support once every three (3) years.
- 11.3.10 If a member is given financial support from the Chapter, they must commit to provide a written article regarding conference highlights, to the Chapter for posting on the website for the membership. This is to be given within 30 days from the final day of the conference.

12.0 Indemnification of Officers

- 12.1 All members of the Board and Committee Chairperson, their heirs, executors and administrators, and estate and effects, respectively, shall at all times, be indemnified out of the funds of the Chapter, from:
 - 12.1.1 All costs whatsoever that person incurs in any proceedings that is brought against the person for anything whatsoever, made, done or permitted by the person in the execution of the duties of the office; and
 - 12.1.2 All other costs that the person incurs in or in relation to the affairs of the Chapter, except the costs occasioned by the person's own willful neglect.

13.0 Amendments

- 13.1 The Bylaws or a portion thereof, may be amended, repealed, reenacted at any General Membership meeting by a $\frac{3}{4}$ majority vote of the members present, providing the meeting has quorum as detailed in 10.2.
- 13.2 The President or appointee, shall ensure the newly amended Bylaws are formally filed, with any registered body the previous Bylaws were registered with, if required.

14.0 Mission, Vision and Values

BYLAWS OF THE CANADA WEST CHAPTER
OF
NIGP, THE INSTITUTE FOR PUBLIC PROCUREMENT

- 14.1** A Canada West Chapter Mission and Vision Statement should be developed by the Board Officers. Value statements should also be developed. Once developed this should become part of the Bylaws.
- 14.2** In the absence of a Canada West Chapter created Mission, Vision and Values, and as a Charter created by the NIGP, Centre for Public Procurement, the NIGP Nationals' Mission, Vision and Value is to be adopted until such time as the Chapter creates their own. The NIGP National Mission, Vision and Values may be found on www.nigp.org.
- 14.3** Mission, Vision and Values must be supported through a vote of the Board and any other members they choose to involve in the creation of these.
- 14.4** Mission, Vision and Values should be reviewed a minimum of every four (4) years to ensure they still reflect true Mission, Vision and Values of the Chapter and in support of NIGP.

15.0 Strategic Plan, Goals and Objectives

- 15.1** Goals and Objectives should be created and used to meet the Mission Statement and move towards the Vision of the Canada West Chapter of NIGP.

Goals are issue oriented statements that reflect the priorities and identify what the organization is intending to accomplish.

Objectives are highly defined targets that break down the goal into manageable and assignable parts. Each objective requires specific action and usually has shorter timelines than the Goal itself.

- 15.2** Each Goal would be assigned to a person or committee with a timeline to accomplishment it.
- 15.3** Goals and objectives do not become part of the Bylaws due to them being a living document with a beginning and end date. Creation and progress of Goals and objectives are to be part of the minutes of the Board meetings and held by the Secretary.
- 15.4** Informal goals will be those identified in the Board meeting minutes.