BYLAWS OF THE
CAROLINAS ASSOCIATION OF
GOVERNMENTAL PURCHASING
(As Amended through March 2013)
The Carolinas Association of Governmental Purchasing

Introduction

In 1952 the Carolina members of the National Institute of Governmental Purchasing, Inc. saw the need for an organization in the Carolinas that would devote itself to improvement of purchasing techniques by public purchasing officials. At that time the National Institute of Governmental Purchasing, with its headquarters in Washington, D.C., encouraged its members to organize chapters to operate under its existing rules and regulations. An organizational meeting was held April 24, 1953. After the organizational meeting, officers were elected, bylaws were adopted and they operated as a chapter of the National Institute of Governmental Purchasing. In 1959, The Carolinas Association of Governmental Purchasing withdrew from NIGP and has from that date been affiliated with and operated from the Institute of Government, University of North Carolina at Chapel Hill. In 2003, the CAGP, realizing a need to offer additional training for its members, reinstated its chapter affiliation with NIGP. The CAGP now operates as Chapter #86 of the NIGP while continuing to be affiliated with and headquartered at the School of Government at UNC-CH. The CAGP started with 20 charter members in 1953; membership grew to around 250 in the late 1980’s and entered the new millennium with 400 members.

CAGP supports public procurement professionals in North Carolina and South Carolina through a variety of educational and networking programs and opportunities. CAGP is committed to the ongoing professional development of its members who represent the purchasing departments of state, county, municipal and educational agencies within North and South Carolina.

CAPG recognizes its members and their agencies for outstanding performance and significant contributions in the field of public purchasing. Scholarships are available for members who wish to further their careers through education. In addition, awards are given to recognize individuals that have made significant contributions to the success of their entities, their profession, and themselves.

The Sustained Professional Purchasing Award

The Sustained Professional Purchasing Award (SPPA) is presented annually and recognizes all member agencies who have demonstrated sustained excellence in purchasing standards during the calendar year. In order for an agency to be eligible, certain criteria must be achieved.

Frayda Bluestein Scholarship Award

CAGP's Frayda Bluestein Scholarship Award is offered for courses and programs leading to an academic degree granted by an accredited community college, junior college, college or university. The degree must be related to purchasing/procurement, materials management, inventory control, specification development, contract administration or contracts negotiations. The award, a maximum of $2,000, may be applied to the costs of tuition, registration, or the acquisition of materials related to the proposed activity.

Frayda Bluestein joined the Institute of Government in 1991. Prior to that, she worked for four years in a private law practice, focusing primarily on municipal and land use law. She also worked for one year in the Legislative Drafting Division of the North Carolina General Assembly. She is the author of “A Legal Guide to Purchasing and Contracting for North Carolina Local Governments.”
**The Hall-Wicker Award**

The Hall-Wicker award was established by the Carolinas Association of Government Purchasing (CAGP) in 1996 to recognize outstanding contributions and service to the cause and advancement of the purchasing profession and to jointly honor Warren “Jake” Wicker and the late W.T. “Tom” Hall, Jr.

Tom Hall was a purchasing agent’s purchasing agent, a true professional in his work, a leader in purchasing organizations, and a model public servant. As purchasing agent for the Town of Cary, North Carolina, he was a tireless innovator, directing his energy toward new ways to make purchasing more efficient and effective.

Jake Wicker retired from the Institute of Government at The University of North Carolina at Chapel Hill in 1991 after serving on the faculty for over 40 years. Jake was instrumental in the founding of CAGP and in the development of a substantial curriculum in purchasing at the Institute of Government for North Carolina public officials.

**The Billy D. Ray Purchaser of the Year Award**

The Billy D. Ray Purchaser of the Year award recognizes individual public purchasing professionals that have made significant contributions within the past two years to the success of their entities, their profession, and themselves. The award is presented annually at the Carolinas Association of Governmental Purchasing (CAGP) Spring School and Conference in honor of the late Billy D. Ray, CLGPO. Mr. Ray retired as the Purchasing Manager for the City of Burlington in 2011. He was known for his outstanding contributions and service to the cause and advancement of the public purchasing profession.
BYLAWS OF THE CAROLINAS ASSOCIATION OF GOVERNMENTAL PURCHASING

(As Amended through March 2013)

ARTICLE I - NAME

Section I. Name.
The Body promulgating these Bylaws shall be known as the Carolinas Association of Governmental Purchasing.

ARTICLE II - PURPOSE

Section I. Purpose.
The principal objective of the CAGP is to establish and maintain a forum that allows governmental purchasing officials to:

a) study, discuss and recommend improvements in governmental purchasing.
b) exchange information, ideas, and experiences and obtain expert advice on local and state purchasing practices and policy issues.
c) acquire, preserve and distribute to governmental purchasing officials data and information regarding the organization and administration of governmental buying.
d) develop and promote simplified standards and specifications for governmental buying.
e) promote uniform purchasing laws and procedures.
f) work for the improvement of laws relating to governmental purchasing.
g) establish and maintain educational training activities to advance the professional standards of public purchasing personnel.
h) establish and administer a certification program that will properly recognize education, experience, and ethical standards of conduct and promote the proclamation of standards for certification and recertification as a Certified Local Government Purchasing Officer.
i) provide the taxpayers information on governmental buying issues in order to foster interest in public affairs and cooperation between governmental buyers and those they serve.
j) provide leadership in professional public procurement and improve the quality of procurement to attain greater efficiency and economy.
k) encourage and promote professional development by sponsoring educational programs and other professional development activities.

ARTICLE III - OFFICERS

Section I. Election of Officers.
Elective officers of the Association shall be elected by ballot (written, verbal, or electronic) for a term of one year at the Association's first regular business meeting each calendar year, provided a quorum of membership is in attendance or have submitted written or electronic ballots. Written or electronic ballots submitted prior to the date and time of the election shall count for purposes of a quorum at the meeting at which elections are conducted. The regular terms of office shall commence at the adjournment of the meeting at which the officers are elected.
Section II. Elective Officers.

Elective officers of the Association shall be a President, Vice President and Secretary who must be members of the Association in good standing. An elective officer may serve in the same elective office no more than two consecutive terms. The duties of elective officers not otherwise provided for in these bylaws shall be prescribed in the Administrative Procedures promulgated by the Board of Directors.

Section III. Appointive Officers.

Appointive officers shall be the Treasurer, Registrar, Membership Chairperson, Vendor Relations Chairperson, Site Selection Chairperson, Webmaster, and Nominating Committee Chairperson. Appointive officers shall be appointed by and serve at the pleasure of the Board of Directors. Terms of appointive office shall be for four years and appointive officers may be reappointed at the pleasure of the Board of Directors. The term of office shall commence on the date of appointment. The duties of the appointive officers not otherwise provided for in these bylaws shall be prescribed in the Administrative Procedures promulgated by the Board of Directors.

Section IV. President.

The President shall preside at all meetings when present and shall perform other duties as prescribed in the Administrative Procedures promulgated by the Board of Directors.

Section V. Vice President.

The Vice-President shall preside at all meetings when the President is absent and at any other meeting on direction of the President and shall perform other duties as prescribed in the Administrative Procedures promulgated by the Board of Directors or as assigned by the President.

Section VI. Secretary.

The Secretary shall conduct the official correspondence of the Association and maintain records of same. In addition, the Secretary shall keep concise minutes of each regular meeting of the Association, presenting the same for approval at the Association's next regular meeting. The Secretary shall keep concise minutes of each meeting of the Board of Directors, presenting the same for approval at the Board’s next meeting. The Secretary shall perform other duties as prescribed in the Administrative Procedures promulgated by the Board of Directors or as assigned by the President.

Section VII. Treasurer.

The Treasurer shall receive all money due the Association for safekeeping, pay all bills, and keep an itemized account of all receipts and disbursements. The Treasurer shall present at each regular meeting of the Association an itemized report of all receipts and expenditures since the previous regular meeting. The Treasurer shall perform other duties as prescribed in the Administrative Procedures promulgated by the Board of Directors or as assigned by the President.

Section VIII. Registrar.

The Registrar shall be in charge of all registration for Association sponsored meetings, professional development programs, and other events, and shall oversee collection of all fees for attendees. The Registrar shall be a permanent member of the conference committees. The Registrar shall perform other duties as prescribed in the Administrative Procedures promulgated by the Board of Directors or as assigned by the President.
Section IX. Vacancies.

If a vacancy occurs in the office of President, the Vice-President shall become President. All other vacancies in elective offices shall be filled by election at the first regular meeting of the Association following the occurrence of the vacancy; provided, however, that the Board of Directors may, in its discretion, appoint a member to perform the duties of the vacant office until such next regular meeting. Vacancies in appointive office shall be filled by the Board of Directors in the same manner as appointment to that office pursuant to Section III of this Article.

ARTICLE IV – BOARD OF DIRECTORS

Section I. Members.

The Board of Directors shall consist of the President, Vice President, Secretary, Treasurer, Immediate Past President, three Directors elected at-large, Registrar, Membership Chairperson, Site Selection Chairperson, Vendor Relations Chairperson, Nominating Committee Chairperson, and the Webmaster. All members of the Board shall have voting rights. A member who holds more than one position on the Board shall have only one vote.

North and South Carolina members should be represented on the Board provided general membership in both states warrants representation.

Section II. Election of at-large Directors

The Directors shall be elected at-large in the same manner as elective officers pursuant to Section I of Article III of these bylaws, and shall serve three-year staggered terms. To establish the staggered terms for the Directors, those elected in 1990, when this provision is first effective, shall be elected separately to terms of one (1), two (2), and three (3) years. Thereafter, the election each year of a single Director shall be for the term of three (3) years.

Section III. Administrative Procedures.

The Board of Directors may promulgate Administrative Procedures to provide for duties of elective and appointive officers, committee chairpersons, and other administrative matters relating to the governance of the Association. The Administrative Procedures may be modified or rescinded at the pleasure of the Board.

Section IV. Meetings of the Board.

The Board of Directors shall meet at least two times per year, and may meet at other times upon the call of the President.

ARTICLE V - MEMBERSHIP

Section I. Eligibility.

Membership in the Association is limited to persons who are employed by a state, state agency, county, city, town or other governmental agency or political subdivision in North Carolina or South Carolina and whose duties consist, in whole or in part, of governmental procurement.
Section II. Application.

Applicants shall apply for membership through the Association’s website. The Membership Chairperson shall determine whether the applicant meets the requirements for membership set forth in Section I of this Article. If the applicant meets the requirements, the Membership Chairperson shall enroll the applicant as a member of the Association in good standing.

Section III. Honorary and Life Membership.

Upon approval of the Association, any person may be elected into honorary or life membership. Persons who are active members upon retirement may, upon request or by recommendation of the Association and upon approval of the Association, continue as a life member of the Association. Life membership and honorary membership shall allow the member to attend all Association conferences with the Association responsible for registration costs.

ARTICLE VI - DUES

Section I. Amount; Payment Cycle.

The annual dues for an individual are $50.00. A new member enrolled between November 1st and April 30th pays initial dues of $50.00. A new member enrolled between May 1st and October 31st pays initial dues of $25.00.

The membership year is the calendar year. Dues are payable in advance on the first day of January of each year. The Membership Chairperson shall send out statements of dues to each individual member on November 1st of each year, or, in the case of a new member, immediately following the member's enrollment.

Section II. Delinquency.

A member will be considered delinquent on January 15th if dues have not been paid for the current year and will be notified by the Membership Chairperson of the delinquency. If dues are not paid by February 1st, the member shall forfeit all rights to membership and shall be removed from the list of members maintained by the Membership Chairperson. This includes not being in the membership directory and not having access to the Association’s website. Upon full payment of dues, all privileges of membership shall be immediately reinstated.

ARTICLE VII – ASSOCIATION MEETINGS

Section I. Meetings.

Regular meetings of the Association shall be held at least annually at a place and time approved by the Board of Directors. Special meetings shall be called at the discretion of the President or upon request of 10 percent of the membership. The Secretary shall notify all members of the time and place of regular and special meetings at least three weeks in advance thereof.
ARTICLE VIII - QUORUM

Section I. Quorum.

One-third of the membership of the Association shall constitute a quorum at any meeting, but at no time shall the lack of a quorum at a meeting prevent those from proceeding with the program of the day. A quorum shall be present for the purpose of electing officers. Written or electronic ballots received prior to the date and time of the meeting for at which the election is held shall count for purposes of a quorum.

ARTICLE IX - COMMITTEES

Section I. Appointment.

Committees shall be appointed at the discretion of the President who shall serve as a non-voting ex-officio member of each committee.

ARTICLE X - AMENDMENTS

Section I. Procedure.

These Bylaws may be amended at any meeting of the Association if the substance of the proposed amendment has been recommended to the membership from the Board of Directors by notice at least 30 days before the meeting or at any meeting without previous recommendation or notice if a quorum is present.

ARTICLE XI - AFFILIATION

Section I. School of Government.

The Carolinas Association of Governmental Purchasing is affiliated with and headquartered at the UNC Chapel Hill School of Government.

Section II. North Carolina League of Municipalities.

The Carolinas Association of Governmental Purchasing is an affiliate organization with level one (1) service of the North Carolina League of Municipalities headquartered in Raleigh, North Carolina.

Section III. National Institute of Governmental Purchasing.

The Carolinas Association of Governmental Purchasing is a chapter of the National Institute of Governmental Purchasing (NIGP). The CAGP is Chapter Number Eighty-six (86).
ARTICLE XII – CERTIFICATION PROGRAM (CLGPO)

Section I. CLGPO Program Established.

The Carolinas Association of Governmental Purchasing offers a voluntary certification program for government purchasing officers. Through this program purchasing officers have the opportunity to earn and maintain designation as a Certified Local Government Purchasing Officer (CLGPO). The goals of the program are to:

a) Provide greater service to taxpayers through more efficient purchasing.

b) Recognize achievement of an established level of competency and proficiency among purchasing officials.

c) Provide continuing professional development of purchasing officials and enhance their professional image.

Section II. CLGPO Committee.

The CLGPO Program shall be administered jointly by the CLGPO Committee and the UNC School of Government. The CLGPO Committee shall be autonomous from and operate independently of the general membership and Board of Directors of the Association. The Committee shall be comprised of experienced purchasing professionals who have achieved and maintained CLGPO designation. The Chair of the Committee shall be elected from among the Committee members. Members of the committee shall be appointed by the Chair in the Chair’s sole discretion. The School of Government faculty member working primarily in the field of public procurement shall be a permanent member of the Committee.

The Chair shall ensure that current information about the program, eligibility requirements, process for application, and a list of certified persons is maintained on the CAGP website.

The Chairman or the Chairman’s designee shall report as needed to the Board of Directors and the Association during general membership business meetings on the status of the program, changes, and certification awards.

Section III. Process.

The award of certification shall be made in the sole discretion of the CLGPO Committee. All decisions by the CLGPO Committee are final and not subject to appeal or review by any other entity, organization, or person. The CLGPO Committee is authorized to promulgate any forms, guidelines, policies, or procedures it deems necessary to effectively administer the CLGPO Program.