

Louisiana Chapter

NATIONAL INSTITUTE OF GOVERNMENTAL PURCHASING

Policy & Procedure Manual



(Rev. December 6, 2012)



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NATIONAL INSTITUTE OF GOVERNMENTAL PURCHASING

POLICY & PROCEDURE MANUAL

Approved December 6, 2012

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**LOUISIANA CHAPTER
NATIONAL INSTITUTE OF GOVERNMENTAL PURCHASING
Policy & Procedure Manual**

Rev. December 6, 2012

Purpose of Manual

The purpose of this manual is:

1. To inform Board of Directors, chapter members and others of the general policies and procedures of the Louisiana Chapter of the National Institute of Governmental Purchasing, Inc. (hereafter called LANIGP);
2. To instruct board members and chapter members in the application of policies and procedures necessary to manage an efficient and productive chapter;
3. To document internal controls of the organization.

The need for this manual is:

1. To provide the Board of Directors and chapter members an understanding of their responsibilities and duties within the environment of the chapter By-laws, Constitution, NIGP Code of Ethics and officially adopted "job descriptions" for Officers, Board Members, and Committee members;
2. To convey to them and to our vendors a clear understanding of purchasing and accounting policies;
3. To outline procedures to be followed in the purchasing and accounting functions.

Policy & Procedure Memorandum

No. LANIGP-001

Title: General Governance

Purpose: To establish an overriding methodology for administration of the business of the LA Chapter of the National Institute of Governmental Purchasing, Inc.

Application: This policy applies to the Board of Directors and all members of the LANIGP

Policy: The Louisiana Chapter of the National Institute of Governmental Purchasing, Inc. shall be governed in accordance with Article V of the Chapter Constitution **along with approved revisions**, and any written guidance voted on by the Board of Directors.

Policy & Procedure Memorandum

No. LANIGP-002

Title: Financial Controls

Purpose: To establish procedures to ensure the Chapter's financial resources are being utilized in an ethical and appropriate manner and that proper procedures are in place to safeguard those resources. An annual budget must be approved by the Board of Directors and Chapter Members.

Application: This policy applies to Board of Directors and Chapter Members.

Policy: It is the policy of the LANIGP that all members responsible for the receipt or expenditure of Chapter funds comply with the following procedures:

Procedures:

1. An annual budget must be prepared by the Treasurer and submitted to the Board of Directors and Chapter for approval prior to any expenditure of funds for each fiscal year. Budget revisions must be approved by 2/3 vote of the board of directors. Every effort should be made to present a budget at the fourth Quarterly meeting.
2. Funds received from members or other sources must be deposited immediately upon receipt and notification sent to the Treasurer via email or fax. (Same day is preferable; no later than three (3) working days from receipt).
 - A. Cash receipts for all chapter activities must be documented with a pre-numbered original receipt issued to the member and signed by the person receiving the cash. The cash should be deposited within twenty-four (24) hours of receipt and a copy of the receipt must be attached to the Deposit Summary but must be deposited within thirty (30) days. The second copy of the receipt must remain intact in the receipt book.
3. Deposit must be documented by a "LANIGP Submittal for Deposits" form located on the web reflecting the amount deposited and source of income and signed by the person receiving such funds. With verbal approval of the Treasurer the person receiving the funds may directly deposit such funds into the organization's checking account. The validated deposit slip from the bank must be attached to the Submittal for Deposit form and both forwarded to the Treasurer. Supporting documentation must be maintained for deposits.
4. Treasurer reflects the deposit on the general ledger identifying each source of income individually. A total of deposits will be reflected on the monthly financial report.
5. In accordance with the By-laws and Constitution, the Chapter President and/or the Board of Directors may authorize expenditure of Chapter funds. Expenditure of Chapter funds must be accompanied by proof of prior approval to purchase, documentation of bids solicited, if required, and the original receipt or invoice. This documentation is submitted to the Treasurer.
6. The LANIGP will pay actual expenses to attend the National NIGP Forum for the Chapter President during her/his term and for the Member of the Year. In the event the President cannot attend, the LANIGP will pay actual expenses of the Vice President to attend the

National NIGP Forum. Expenses shall include airfare, lodging, meals, cab fares, tips and other miscellaneous expenses, within reason, as documented by a travel expense report/voucher. All are subject to review and approval by the Board of Directors.

7. If the expenditure requires reimbursement to a Chapter member, a "Request for Funds" voucher must be completed.
8. Treasurer reviews expenditure documentation, prepares check, signs check and obtains signature of either the President, Vice-President or Recording Secretary—all checks require two signatures.
9. Treasurer reflects expenditure on the general ledger and monthly financial report.
10. Treasurer maintains original invoice and documentation on file for a minimum of seven years.
11. The Board of Directors reviews & approves the monthly financial report at its monthly Board of Directors meeting. The Chapter President reviews the bank reconciliation statements on a quarterly basis.

The monthly bank statements are received and opened by the Chapter Treasurer. The Chapter Treasurer reviews and reconciles the bank statement and any other mailings to determine that there are no material errors or omissions and signs the bank statement indicating his/her review.

12. There may be times when items cannot be reconciled and must be "written off". The type of item will dictate the procedure for write off. Outstanding checks that have not cleared the bank will be written off after one year and the records will be adjusted to reflect the write off.
13. Each year the Chapter will have an audit conducted in accordance with Articles V and VII of the Chapter By-laws.

Policy & Procedure Memorandum

No. LANIGP-003

Title: Procurement of Supplies & Services

Purpose: To establish procedures to assure continuity and uniformity in purchasing practices and ensure compliance with the NIGP Code of Ethics

Application: This policy applies to all Chapter Members authorized to expend chapter funds

Policy: It is the policy of the LANIGP that all members authorized to expend funds for the chapter comply with the following procedures to ensure proper control of chapter funds and to promote competition among vendors.

Procedures:

1. Prior approval of the President and/or Board of Directors must be obtained before any purchase is made.
2. Purchases should reflect the best value for the Chapter. Purchases up to \$1000 do not require competitive prices.
3. Purchases over \$1000 require three telephone solicitations, where feasible. The Board of Directors must approve prior to purchase.
4. In accordance with existing job descriptions, voted into effect by the Board of Directors, the Chapter president is authorized to expend funds. Expenditures in excess of \$1000 require approval by the Board of Directors with the exception of catering agreements for the quarterly meetings and annual conference expenses. All expenditures are subject to audit by the Board of Directors.
5. Purchases related to annual educational conference and vendor exposition in compliance with approved budget does not require Board approval prior to purchase, provided that three telephone bids were solicited for the meeting facilities. Food, refreshments, equipment and other services provided by the meeting facility do not require bids. If solicitation of three telephone bids is not possible, Conference records must be documented reflecting the reason. Where feasible, bids should be solicited for any other conference expenditures (i.e. printing). All quotations are maintained with invoice.
6. All quotations must be documented and kept on file with invoice.

Policy & Procedure Memorandum
No. LANIGP-004

Title: Scholarships

Purpose: To establish procedures to ensure that the Chapter's goals and objectives to promote quality and relevant public purchasing education and professional development are met by providing funds to members to obtain such education.

Application: Board of Directors and Chapter Members. Scholarships are Administered by the Chairperson of the Educational Committee.

Policy: It is the policy of the Louisiana Chapter that scholarships are available to all Chapter members who meet certain requirements. These requirements are identified in the "Scholarship Criteria" listed below.

Scholarship Criteria

The scholarship fund budget shall not be set below a base figure of \$12,000, if Chapter funds are available. Funds for the scholarship program will be obtained from 50% of the net proceeds collected from the prior year annual Educational Conference and Products Exposition and from 100% of the net proceeds from the prior year annual golf tournament and from the general fund, if necessary. Other funds may be added to the scholarship program as determined by majority vote of the Board of Directors. (Each year the scholarship fund budget will be calculated by taking the year-end balance of the fund (December 31) and adding to it the designated funds (conference and golf tournament). If the budgeted amount is less than \$12,000, monies will be taken from the Chapter's funds to obtain a \$12,000 base account.

Scholarships may be used for any of the following functions:

1. Registration fees for any NIGP sponsored educational seminar or webinar;
2. Registration fees or expenses associated with the NIGP national forum, not to exceed \$1,500 per scholarship;
3. Registration fees associated with any LANIGP Educational Conference and Product Exposition.

NOTE: Fees for certification and re-certification are not eligible for scholarship, unless contained within a special program or promotion of the Chapter.

No more than ½ of the existing scholarship fund may be awarded for any one event. Individual amounts will depend on the cost of the event for which the scholarship is requested, the number of valid scholarships received, and the dollar amount in the scholarship fund. If, due to any of the aforementioned factors, this is not possible, the Education Committee shall determine whether it is feasible to award all scholarships or to limit the number of awards. Members receiving a scholarship for a particular conference event are eligible to receive a consecutive scholarship for the same conference event; however preference for scholarship will be given to first-time applicants and applicants who did not receive a scholarship for the same event the previous year. Educational classes or seminars are eligible for consecutive scholarship requests. LANIGP reserves the right to limit the number of scholarships awarded per person per year.

Scholarships will be awarded to members meeting a minimum point requirement identified in the scholarship application. All applicants must be a member in good standing of the LANIGP with dues current on application submission date.

See Scholarship Application on the next page.

Applications for scholarship should be signed or accompanied by a letter from the applicant's supervisor or appointing authority stating that the applicant is approved to attend the function for which the scholarship is being requested.

LANIGP Scholarship Application

Scholarship Requested For (function): _____

Location: _____

Date: _____ Registration Cost: _____

Minimum Point Requirements (Only previous 3 years' participation will be considered.):

Length of Membership	Points Required	Note: <i>Documentation will be required.</i>
1 year	7	Previous Calendar Year
2 years	14	Previous Two Calendar Years
3 years	21	Previous Three Calendar Years

Points Earned as Follows: All points are based on past accomplishments, ***not those*** anticipated in ***current year***.

Criteria	Points	Notes	Points
La. Chapter Member	1	Maximum of 1 point per year	
NIGP National Member	1	Maximum of 1 point per year	
LA Chapter Officer	3	Points earned per <i>term</i> only, not per year	
LA Chapter Board Member	2	Points earned per <i>term</i> only, not per year	
National Board Member	2	Points earned per <i>term</i> only, not per year	
Certification (CPPB, CPPO, CPM)	2	Maximum of 2 points, per certification (not per year)	
Attend LA Chapter Quarterly Meetings	1	Per meeting (maximum of 12 points)	
Committee Chairperson for a major LA Chapter Sponsored Event	3	Included chairs: Conference Chair, Golf Tournament Chair, and any other <i>major event</i> which may be sponsored by the Chapter	
Committee Chairperson for LA Chapter Sponsored Event	2	Included chairs: Chairs of conference sub-committees, Standing Committees, Ad-Hoc committees. Board members can not use these points if chairperson is part of their job description as board member.	
LA Chapter Sponsored Event Committee Member	1	Each committee is a point.	
National Committee Member	1	Each committee is a point.	
Attend NIGP Sponsored 3 Day Class **	3	Class can be sponsored by National or the Chapter	
Attend NIGP Sponsored 2 Day Class **	2	Class can be sponsored by National or the Chapter	
Attend NIGP Sponsored 1 Day Class **	1	Class can be sponsored by National or the Chapter	
Teach a LANIGP Sponsored Class	3	Generally 8 hours or more in duration.	
Teach a Workshop for LANIGP	1	Generally less than 8 hours in duration.	
Submit Article for LA Chapter Newsletter or website related to professional and/or technical subject matter.	1	NOTE: Regular articles submitted by board members are not eligible; however, any additional article which consists of a professional and/or technical subject matter submitted by a board member is eligible.	
Attend LA Chapter Annual Conference	2		
Serve as Proctor at Conference or as Subcommittee Member	1		
Attend the National NIGP Forum	3		

** Workshops attended as part of a conference are not eligible.

**Pre-conference full day classes do qualify.

TOTAL: _____

Applicant (Please Print)

Applicant Signature

Date

Applicant listed above is approved to attend the function for which the scholarship is being requested.

Agency Supervisor/Appointing Authority

Date

- Scholarship points are non-transferable.
- Applications must be submitted by the established deadline. No late applications will be considered unless allowed by the Board of Directors.
- Supporting documentation of points earned should be submitted with application. Only the points shown on the application will be used.
- Applications will be reviewed by the committee and presented to the Board of Directors for approval.
- The number of Scholarships awarded will be based on budgeted funds. LANIGP reserves the right to limit the number of scholarships awarded per person per year.
- Scholarships do not cover lodging or meals for in-state events. Any exceptions to this item must be approved by the Board of Directors.
- Scholarship expenses shall be paid in accordance with state travel regulations.
- The scholarship award must be used within six (6) months of issuance, unless a prescheduled NIGP seminar or other function has been cancelled. Funds must be returned to the chapter upon receipt of notification of cancellation or in the event the member does not attend.

Procedures:

1. The scholarship application form must be completed and forwarded to the Chairperson of the Education Committee (Chapter Vice-President). Applications may be requested from the Chairperson or downloaded from the LANIGP web site. Documentation necessary to verify points must be submitted prior to award closing date.
2. In the event, the applicant does not submit complete documentation with the application; the Committee Chairperson will contact the individual requesting the scholarship for submittal of such documentation. If documentation is received after the scheduled award closing date, the request may be denied except in extenuating circumstances as determined by the Education Committee.
3. Upon receipt of the scholarship application and all documentation, the Education Committee Chairperson routes the request to other committee members for input.
4. The Education Committee makes a recommendation to the Board of Directors.
5. Scholarship request is approved by the Board of Directors. The Treasurer is notified that the scholarship is approved.
6. The Education Chairperson shall advise the applicant of the Board's decision. Arrangements will be made by the Education Chairperson for approved request that require a check to be issued to the applicant. If approved, and if a check is to be issued to the applicant, the Board will arrange to have the check forwarded to the scholarship recipient.
7. Upon completion of the event for which the scholarship was awarded, the recipient must submit an official travel expense report with copies of receipts showing expenditure of the scholarship dollars in accordance with State Travel Regulations to the Chapter Treasurer for review and shall be submitted within two weeks of completion of the event. The Treasurer shall report receipt to the Board of Directors.

Policy & Procedure Memorandum

No: LANIGP-005

Title: Record Retention

Purpose: The purpose of this policy is to establish a set period of record retention which reflects good business practices and responsibility.

Application: This policy shall apply to all Officers, Board Members, and any Chapter member who chairs a committee for which there will be Documentation.

Policy: It shall be the policy of the LANIGP to retain records for a period of seven (7) years.

Procedure:

1. Each Officer and Board Member shall be given the most current Constitution, By-Laws and policy and procedure manual. Each will be instructed to maintain records of written guidelines, procedures, etc.
2. Any Officer or Board Member who will have an abundance of records/files will be given authorization to purchase a file box for file/record storage.
3. At the beginning of a new term of office, the binders and file boxes will be given to the newly elect.
4. Older files will be kept in file storage boxes (until such time as the Chapter can purchase a filing cabinet and have a location in which is kept). Location of these will be monitored by the Chapter President.

- Title:** Job Descriptions
- Purpose:** To establish job duties of all Officer and Board Members.
- Application:** This policy applies to the Board of Directors of the LANIGP.
- Policy:** In accordance with Article V of the Constitution of the LANIGP, job descriptions for all officers and board members are made part of this manual.

Duties of each officer and board member as well as committee responsibilities are made part of this policy for the following:

- | | |
|-----------------------------|---|
| President | |
| Vice President | Education & Certification Committee Chair |
| Recording Secretary | Writes/records minutes at all meetings |
| Membership Secretary | Membership Committee Chair |
| Treasurer | Budget & Finance Committee Chair |
| Past President | Chapter Historian |
| Board Members: | |
| Former Vice President | Co-Chair Education Committee |
| Former Recording Secretary | Chair/Co-Chair Conference Committee |
| Former Membership Secretary | Program Committee; National Membership Representative |
| Former Treasurer | Co-Chair Budget Committee |
| Member-at-Large | Chair/Co-Chair Conference Committee |

President – Duties:

Exercise a general supervision over the affairs of the Chapter. Preside at all meetings of the Chapter. Perform all duties incidental to the office.

- Serves as ex-officio member of all committees, in an advisory, non-voting capacity. May vote where tie-breaker is needed
- Authorizes the expenditures or commitment of Chapter funds. Countersigns chapter checks issued on behalf of the Chapter. Any expenditure in excess of \$1000 shall require the approval of the Board of Directors by majority vote
- President or designee is authorized to sign contracts or other instruments that bind the Chapter up to \$5000 without board approval
- Calls special meetings as needed
- Appoints special committees as needed
- Receives reports from Standing Committees and from special committees
- Chairs Board of Directors meetings, and all meetings of the Chapter
- Prepares agenda
- Reviews the bank reconciliations on a quarterly basis
- Maintains files on all “legal” paperwork. Examples are: Papers of Incorporation, Papers of Group Exemption, Correspondence with IRS, etc.
- Monitors work of committees
- Monitors “goals & objectives” progress
- Provides guidance & direction to officers, board members, and chairpersons
- Acts as liaison between Chapter and National NIGP and with other Chapter presidents
- Sends letter of welcome to new members, congratulatory letters to members attaining certification, etc. Also, handles correspondence from National and other Chapters
- Prepares article for Chapter newsletter
- Establishes regular Board of Director meetings
- Completes required National forms as required. The updated officer and membership reports to National should be completed for the next administration
- Updates and maintains an electronic record of all changes made to Constitution, Bs and policy & procedure manual. One copy should show what was in the document and the changes made. A separate document should be kept showing only the most current version.
- Insures annual audit is conducted and chair the Audit Committee
- Works with Event Coordinator to handle meeting logistics and details, and obtains guest speaker(s) for quarterly meetings.

Vice-President – Duties:

- Acts in the absence of the President to perform the duties of that office
- Serves as chairperson of the Education & Certification Committee that includes the awards & scholarship programs
- Signs and countersigns Chapter checks in the absence of the President
- Prepares an annual budget for the Education Committee and submits to the Treasurer for input in the annual budget
- Attends all Board of Directors meetings

Recording Secretary – Duties:

- Takes minutes of all Board of Director meetings and Chapter Meetings
- Records minutes of all meetings
- Reminds officers and board members to prepare and submit articles for website
- Reports minutes of last meetings at the opening of current meeting. Vote is taken from membership for acceptance or rejection of minutes as presented
- Makes periodic reports to the president
- Attends all Board of Director meetings
- Chairs/Co-Chairs Annual Educational Conference (See Note 1)
- Solicit news information for articles of interest on member or Chapter accomplishments or achievements. Prepare articles of interest for publications in member's local newspaper or for Chapter in statewide newspaper. These should have prior approval of the Board of Directors, if time permits.

Membership Secretary – Duties:

- Chairs the Membership Committee Is responsible for obtaining members to work on committee and to oversee committee progress
- Maintains updated listing of all members, which includes name, address, phone, fax, and email address
- Recommends incentives to increase membership
- Receives membership registration & forwards a report to treasurer
- Maintains record of members certifications
- Serves as board liaison for "Member of the Year" award committee
- Attends all Board of Directors meetings

Treasurer – Duties:

Treasurer should have accounting experience that includes financial statement preparation, 1099 reporting, IRS tax filing and/or the ability, or willingness, to learn the Chapter's adopted accounting software.

- Chairs the Budget & Finance Committee and develops a yearly budget for presentation to the Board of Directors & to the membership for approval
- Verifies bank statement reconciliation by outgoing treasurer before transfer of books and reports to president
- Obtains information from outgoing treasurer on outstanding invoices or any other unfinished treasury functions
- Receives all records of the treasury
- Maintains complete and detailed record of receipts and disbursements
- Designs forms as required Brings before Board of Directors before implementation of use if their use will affect another office or the Chapter as a whole
- Renders complete financial reports at each Board of Directors & Chapter meetings. Makes special reports to the president as requested
- Prepares and signs all Chapter checks and obtains necessary counter-signature
- Obtains new signature cards (for new administration) and cancels old ones (from outgoing administration)
- Works with outgoing treasurer on completion of Financial Report required by National.
- Reconciles bank statements each month
- Opens accounts as needed, after approval of the Board of Directors
- Confers with the president on any unusual invoices to be paid
- Assists designated Audit Committee on yearly audit
- Attends all Board of Directors meetings

Past President – Duties:

- Prepares for transition of records and materials to new officers & committee chairpersons. Coordinates with new president to make transition to new Chapter year
- Reviews Constitution, By-laws, Policy & Procedure manual and job duties with newly elected board
- Arranges transition meeting prior to the new Chapter year. Transfers records and materials
- Prepares list of old business, if any, for first meeting of the new Board of Directors
- Serves as parliamentarian at all meetings
- Advises new president on matters that are routinely required for action in conformance with National NIGP policies for local Chapters
- Attends all Board of Director meetings
- Acts as historian for the Chapter

Board Members-At-Large – Duties:

- Serve on standing committees
- Serve on, or chairs ad-hoc committees
- Attend all meetings and vote as representatives of entire membership
- Serve on other committees as needed
- Chair/co-chair Educational Conference

Policy & Procedure Manual **No. LANIGP-007**

Title: Committees

Purpose: To establish committee classification and structure.

Application: This policy applies to the Board of Directors and members of committees.

Policy: This covers appointment to committees, explanation of the work plan for the committee and committee structure. In accordance with Article V of the Constitution of the LANIGP, descriptions and duties for all committees are made part of this manual.

There shall be two classifications of committees as follows:

Standing Committees provide direction and guidance on the programs and services of the chapter for its members. The President may appoint committee chairs for non-elected committees. These committees include

1. Membership
2. Education Conference and Products Expo
3. Education & Certification
4. Budget & Finance

Ad-Hoc Committees shall provide short-term services to the chapter on special projects. The President may appoint ad hoc committees as may be necessary for the proper functioning of the chapter. The President shall disband an ad hoc committee once the goal for which it was established has been accomplished or it shall automatically expire at the end of the President's term. Ad-Hoc Committees may include:

1. Member of the Year
2. Nominating
3. Honors and Awards
4. Strategic Planning
5. Golf Tournament

The President shall be an ex-officio member of all committees. Only members of the chapter are eligible to serve on committees. Non-elected committee chairs are appointed for the two-year term of the President, except the Conference Committee Chair who is appointed to serve one year after the current President's term to ensure that planning is uninterrupted.

Standing committees may be comprised of up to 10 members and committee members may appoint sub-committees to achieve the goals of the committee. A list of appointments to committees by the committee chairs must be submitted to the President no later than March 1st each year, with the exception of the Conference Committee Chair. Those must be submitted two weeks prior to each event. The chair may call meetings as needed.

Budget & Finance Committee

Chairperson: Treasurer

Co-Chair: Past Treasurer

- Prepares annual budget and presents to the Board of Directors for approval
- Submits annual budget as approved by the Board of Directors to the membership for approval
- Solicits and compiles the chapter's budget information from officers and committee chairpersons
- Prepares financial analyses and statements as requested by the president
- Makes periodic reports to the president on the status of activities
- Prepares goals and objectives on a yearly basis for the committee's direction
- Meets as needed

Note: This is a standing committee and will be active for a two-year period.

Audit Committee

Chairperson: President

Co-Chair:

- Obtains a bi-annual audit of the financial records
- Conducts an informal financial audit every other year
- Reports financial audit findings to the Board of Directors and make recommendations.

Note: This is a standing committee and will be active for a two-year period.

Education & Certification Committee

Chairperson: Vice President

Co-Chair – Past Vice-President

- Coordinates the Scholarship program in accordance with written Scholarship Program PPM.
- Plans and schedules the offering of NIGP seminars:
 1. Follows N IGP's policy for co-sponsoring seminars;
 2. Determines locations for offering seminars, obtain cost information relating to hotel, announcements, refreshment breaks, etc., and obtains Board of Directors approval before obligating the chapter. (These should be scheduled for the two-year period when planning)
 3. Maintains a roster of those registered and attended. Forwards checks to Treasurer for deposit or makes deposits and submit deposit slips to Treasurer.
- Offers review sessions and examinations for CPPB & CPPO certifications
- Plans & schedules any other educational endeavor which will benefit Chapter members and/or the procurement profession.
- Furthers the knowledge, expertise and professionalism of the membership with means & methods approved by the Board of Directors
- Provides periodic reports to the president
- Prepares goals and objectives for committee. (This should encompass a 2 year span)
- Past Vice-President is responsible to coordinate and monitor special educational/certification initiative (short-term) program(s).

Note: This is a standing committee and will be active for a two-year period.

Membership Committee

Chairperson: Membership Secretary

Co-Chair: Past Membership Secretary

- Determines method of “reaching” potential new members
- Maintains new & renewal member data from the membership database. Either forwards dues to chapter treasurer or deposits dues and forward the treasurer’s official deposit report form
- Maintains adequate quantities of new member packets & pins. Reports to the treasurer, for budget purposes, if pins will be ordered during the calendar year
- Prepares new member letters for president’s signature and sends with Chapter pin to new members joining the Chapter
- Facilitates communications between chapter and national (co-chair)
- Assists in recruiting and retaining new NIGP National members (co-chair)
- Attends other professional organization meetings on behalf of LANIGP
- Prepares goals & objective for committee (This should cover a 2 year span)
- Meets as needed

Note: This is a standing committee and will be active for a two-year period.

Educational Conference and Products Expo Committee

Chairperson: Recording Secretary or Board-approved member

- Follows guidelines as written in the Annual Conference and Products Expo Standard Operation Procedures Manual.

Nominating Committee

Chairperson: Appointed by Chapter President

The nominating committee, consisting of five (5) members, is appointed by the Chapter President and is announced to the membership at least ninety (90) days prior to the election meeting.

- Receives recommendations from LANIGP members regarding individuals suggested for candidacy
- As a committee, makes suggestions for candidacy
- Evaluates recommendations: ensures current membership in Chapter; for the office President, Vice-president and Treasurer ensures that there is a current membership in National (either individual or agency)
- Contacts individuals to determine if they are willing to accept the nomination
- Provides a slate of nominees to the Chapter President five (5) days prior to the meeting at which the candidates will be announced
- Receives floor nominations, as determined in accordance with the Chapter By-laws
- Evaluates these for the same membership criteria a listed above and contacts these individuals to determine if they are willing to accept the nomination
- Prepares election ballots
- Collects votes
- Counts votes and presents results to Chapter President

Policy & Procedure Memorandum No. LANIGP-008

Title: Member of the Year Award

Purpose: The purpose of this award is to recognize the individual candidate who has made significant contributions to the Chapter as demonstrated by the criteria outlined below and identified on the nomination application. This award recognizes those facets of a member's character and commitment that contributes to making them a valuable asset to the Chapter. The award is presented to the winner at the 4th quarterly meeting of the year. The award will be given based on his/her 12-months' participation.

The recipient is chosen by a five (5) member ad-hoc committee appointed by the Chapter President. This committee will be activated no later than the third quarterly meeting. The Membership Secretary will chair the committee and vote. Other current members of the board of directors should not serve on this committee.

Application: Active chapter members as defined in the Chapter's Constitution and By-laws are eligible. Members of the Board of Directors are not eligible.

Policy: It is the policy of the Chapter that the member of the year will be selected from nominations submitted by the membership. If no person is nominated by the membership, a special nomination may be made by the Board of Directors. The Member of the Year will be awarded a plaque, trophy or certificate of recognition at the 4th quarterly meeting of the year and expense-paid attendance at the NIGP National Forum for the following year.

Criteria: The Chapter President will call for nominations from the membership at least three (3) months prior to the 4th quarterly meeting of the year.

Nominations will be made by submission of the "Member of the Year Award Application". Only the activities **for the prior 12 months** will qualify for Member of the Year.

The selection of the recipient will require a majority vote of the entire ad-hoc committee and approved by the President. (The plaque, trophy, or certificate should be ordered at this time). The name of the recipient should be held confidential until actual presentation of the award.

Criteria considered for selection includes but is not limited to the following:

I. Contribution to LANIGP

Service to LANIGP through involvement in chapter activities for recognized committees:

- Committee Chair for any recognized committee **5 Points**
- Committee Chair for any sub-committee **4 Points**
- Committee Chair for any Ad Hoc committee appointed by the Chapter President **4 Points**
- Committee member for any Ad Hoc committee appointed by the Chapter President **2 Points for each committee**
- Committee member for any recognized committee **2 Points for Each Committee**

- Coordinator for a professional meeting, special event or training **1 Point Each**
- Contribute articles or information to be published on the Chapter's Website **1 Point Each**
- Develop and conduct survey, study or report for the Chapter **2 Points**

II. Contributions to Professional Development

Serves as speaker at the Chapter Conference or Meeting **2 Points**

Writes course material for training seminar or conference workshop **3 Points**

Serves as instructor for purchasing related training seminars/workshops **3 Points Each**

Instructor for LANIGP sponsored full day class (includes CPPB/CPPO Reviews) **5 Points**

Author of original policy and procedure manual **4 points**

III. Contribution to the Public Purchasing Profession

Possession of CPPB or CPPO certification **3 Points Each**

Possession of other professional certifications **2 Point Each**

Serves on National Committee **2 Points Each**

Member of National **1 Point**

Serves on a State appointed Committee **2 Points Each**

Distinguished Service

Contributions to employer as demonstrated by participating in special programs, contributions to purchasing laws, active leadership in community organizations, any service to the Chapter or National that warrants recognition from the membership, or other activities that promote the good name of the purchasing profession. **5 points**

(Person submitting nomination should provide a written synopsis for this portion of the application.)

See Member of the Year Award Application next page.

**Policy & Procedure Memorandum
No. LANIGP-009**

Title: Membership & Membership Dues

Purpose: To establish procedures to ensure continuity and standardization in the collection and recordation of membership dues.

Application: This policy applies to the Board of Directors, Membership Secretary and Chapter Members.

Policy: In accordance with the Chapter By-laws, the Board of Directors will formulate a schedule of and levy annual dues for membership. Membership dues cover an annual period from January 1 through December 31. The Board of Directors shall determine the amount of dues to be assessed.

Procedures:

1. The invoice for membership dues is posted on the website on a continuous basis. An email notification of dues renewal is sent to all members. The email will also have a blank invoice attached. Any member who does not have internet access will be mailed an invoice.
2. A database of members is maintained by the Membership Secretary and should include: name, certification, agency, address, *e-mail, phone, fax and other information pertinent to member profile. Membership listings will be provided to committee chairs as requested.
3. Agency memberships belong to the paying agency; an individual who leaves the agency does not maintain membership in the chapter unless added by the new agency. Each agency should appoint an agency representative to ensure that information is kept up-to-date.
4. The Agency Representative will be sent a membership confirmation listing all registered members for their agency, along with instructions for adding/removing members.
5. Membership renewals are due no later than February 28, after which the membership will be identified as inactive in the database and the individual or agency will not be afforded member benefits.
6. Membership certificates can be provided yearly to all members with current dues paid.
7. Updated membership directories will be provided to each active member and vendors participating in the products exposition at the annual educational conference. Membership directories requested by other vendors must be approved by the Board of Directors.

*Email addresses are optional. When an email address is provided it implies agreement that the email address can be made available to vendors and other entities.

**Policy & Procedure Memorandum
No. LANIGP-010**

- Title:** Guidelines for Quarterly Meetings
- Purpose:** To provide consistent procedures for quarterly meetings of the Chapter
- Application:** This policy applies to the Program Committee of the LA Chapter of NIGP
- Policy:** In accordance with Article V of the Constitution of the LANIGP, these procedures are added to govern this portion of Chapter administration.

The Program Committee shall use the following procedures when setting up quarterly meetings:

- Obtains quotes from as many locations as possible in order to have an adequate selection for meetings. The 1st and 2nd quarterly meetings typically have approximately 150 in attendance; the 3rd is usually part of the annual conference; and the 4th (in December) usually registers 200-220 members. The December meeting may also include an additional activity (i.e. children's gifts; entertainment) which may require an extra expenditure and will require more time. Locations for the entire year should be secured by the end of January of each year.
- Has contract signed by the President and submitted to vendor with deposit, if required
- Quarterly meetings are usually reserved from 10:30 – 1:00, except for December which may start as early as 9:00 and end as late as 2:00 or 2:30
- Prepares registration forms for the entire year. Uses a generic agenda:

Registration
Welcome/Invocation
Update on Chapter Activities
New Business
Financial Report
Other Committee Reports
Guest Speaker
Additions to the Agenda
Adjournment

- Event coordinator sends registration forms to add to the website/calendar.
- Works with Event coordinator to find a guest speaker for each meeting
- Approximately 3-4 weeks prior to the meeting, sends registration forms for the upcoming meeting to the Webmaster to send out mass email
- As registrations are received, adds information to a quarterly meeting database
- Deposits registration fees in accordance with the policy and procedure manual
- Prepares a "Certificate of Attendance" for each person who attends.
- Purchases door prizes, if applicable. Schedules committee members to work the registration table
- At the registration table: Checks off attendees; collects outstanding fees; adds on-site registrants; gives Certificates
- Once all are registered gives Chapter President an accurate count of those attending to ensure proper invoice payment
- After meeting, updates database to reflect actual attendees

Policy & Procedure Memorandum

NO. LANIGP-011

Title: President's Award

Purpose: The purpose of this award is to recognize an individual who has made significant contributions to maintain the standards of the LANIGP Chapter through "up front" and "behind the scenes" efforts. Unlike "Member of the Year" there is no pre-established criteria for this award. Efforts are usually recognized through review of results obtained. The award will be presented to the winner at the fourth quarterly meeting of the year that ends a administration (. The award will be given based on contributions during the President's term.

The recipient is selected by the Chapter President at the end of their term of office. The Chapter President will write a paper detailing the reasons for her/his selection. This is read at the time of award.

Policy: It is the policy of the Chapter that a President's award will be presented at the end of the awarding president's term of office to an outstanding Chapter member. The recipient of this award will be awarded a plaque, trophy, certificate of recognition, or appropriate award at the 4th quarterly meeting of the year and expense-paid attendance at the LANIGP Annual Conference and Products Exposition the following year. Expenses will be paid in accordance with the State's most current travel regulations.

Criteria: This award may be given to any active chapter member as defined in the chapter Constitution and By-laws. Only activities from the term of the awarding President's term of office will be considered in making the award.