

Summary of Changes to NMPPA Bylaws

General Changes

Several changes to verbiage and spelling have been made. In some paragraphs where it is listed as “the Board of Directors” was replaced with just “the Board”. Association is pre-referenced in Article I and was changed to capital A in all other articles. Paragraphs were renumbered to match standard numbering and to make reference to Articles easier.

Article I

Association is pre-referenced in parentheses.

Article II

No changes

Article III Membership

Paragraphs were renumbered

Paragraph 2.0

Old:

Admission. An applicant becomes a regular, associate, honorary, or retired member upon acceptance of the application, payment of dues, as applicable, and confirmation by the membership committee that they meet all eligibility requirements outlined in paragraph 1 above.

New:

Admission. An applicant becomes a member upon payment of dues, as applicable.

Article IV Officers and Administration

Renumber paragraphs

Paragraph 1.1 (now numbered as 2.1)

Old:

President. The President shall exercise general supervision over the affairs of the association, preside over all meetings of the association, be a member ex officio of all committees, and perform all duties incident to the office of the President. The President shall be responsible for authorizing expenditure or commitment of association funds, and be authorized to sign all association checks issued on behalf of the association, except that any expenditure in excess of \$1,000.00, shall require the written approval of the Board of Directors. Any check over \$500.00 shall also require written approval of the President. These limits may be changed by a majority

vote of the Board of Directors. The president shall have the authority to expend or commit the Association's funds up to the limit established annually by the board. The president shall perform all duties as from time to time that may be assigned to the president by the Board of Directors.

New Change 1 (JC):

President. The President shall exercise general supervision over the affairs of the Association, preside over all meetings of the Association, be an ex-officio member of all committees, and perform all duties incident to the office of the President. The President shall have the authority to expend or commit the Association's funds up to the limit established annually by the Board. The President shall perform all duties as from time to time that may be assigned to the President by the Board.

Paragraph 1.2 (now numbered as 2.2)

Old:

Vice President. The Vice President shall perform such duties as are given to the Vice President by the Bylaws or assigned by the Board of Directors. The Vice President shall perform all the duties of the president and shall preside at the meetings of the Association in case of the disability or absence of the president and, when so acting, shall have all the powers of and be subject to all the restrictions upon the president. The Vice President shall develop and administer program content, selection, criteria, nomination, and selection pertaining to annual awards and scholarships, shall see that audit of financial records is performed, and perform such duties as are assigned by the President. The Vice President is authorized to approve association checks in the temporary absence of the President for more than two business days.

New (DB):

Vice President. The Vice President shall perform such duties as are given to the Vice President by the Bylaws or assigned by the Board of Directors. The Vice President shall perform all the duties of the president and shall preside at the meetings of the Association in case of the disability or absence of the president and, when so acting, shall have all the powers of and be subject to all the restrictions upon the president. The Vice President shall develop and administer program content, selection, criteria, nomination, and selection pertaining to annual awards and scholarships, shall develop and administer program content, selection, criteria, nomination, and selection pertaining to the vendor certification program, shall see that audit of financial records is performed, and perform such duties as are assigned by the President. The Vice President is authorized to approve association checks in the temporary absence of the President for more than two business days.

Paragraph 1.4 (now paragraph 2.4)

Old:

The Treasurer shall:

- a) Have charge and custody of, and be responsible for, all funds and securities of the association;
- b) Receive and give receipts due and payable to the association from any source whatsoever;
- c) Keep correct and complete books and records of account;
- d) Render financial statements upon request to the Board of Directors;
- e) Have charge of and be responsible for, the preparation and filing of all tax returns and reports required by law;
- f) Assistance in the preparation the Association's budget;
- g) Render true and complete written report relative to the affairs of the office at each Board of Directors' and Association schedule meetings;
- h) Collect membership dues and report to the Membership chair any delinquency for proper notification (via e-mail or fax);
- i) Perform all duties incident to the office of Treasurer, and such other duties as may be assigned to the treasurer by the Board of Directors or the president;
- k) The Treasurer shall obtain written approval from the President (or in his or her absence, from the Vice President), for checks in excess of \$500.00 and written approval from the Board of Directors for any expenditure in excess of \$1000.00;
- L) The Treasurer shall prepare and sign all association checks. Treasurer must provide a monthly reconciliation with the bank for the preceding month and must provide a comprehensive report at board meetings.

New change:

2.4. The Treasurer shall:

- 2.4.1. have charge and custody of, and be responsible for, all funds and securities of the Association;
- 2.4.2. shall serve as chair of the Budget and Finance Committee.
- 2.4.3. Receive and give receipts due and payable to the Association from all sources;
- 2.4.4. keep correct and complete books and records of accounts in accordance with Generally Accepted Accounting Principles;
- 2.4.5. render financial statements upon request to the Board;
- 2.4.6. have charge of and be responsible for, the preparation and filing of all tax returns and reports required by law;
- 2.4.7. assist in the preparation the Association's budget;
- 2.4.8. render true and complete written report relative to the affairs of the office at each Board and Association scheduled meetings;
- 2.4.9. collect membership dues and report to the Membership chair any delinquency for proper notification (via e-mail or fax);
- 2.4.10. perform all duties incident to the office of Treasurer, and such other duties as may be assigned to the Treasurer by the Board or the President;
- 2.4.11. obtain written approval from the President (or in his or her absence, from the Vice President), for expenses subject to Article X, Section 6.

- 2.4.12. prepare and sign all Association checks.
- 2.4.13. provide a monthly reconciliation with the bank for the preceding month and must provide a comprehensive report at Board meetings.
- 2.4.14. Immediate Past President. The immediate past president shall provide support to the current board and current President.

Article V Nominations and Elections

Paragraph 1.0 (now paragraph 2)

Old:

The following officers and directors shall be elected:

- President
- Vice President
- Secretary
- Treasurer
- Board Member Chair of the Budget and Finance Committee
- Board Member Chair of the Education and Professional Development Committee
- Board Member Chair of the Membership Committee
- Board Member Chair of the Nominating Committee
- Board Member Chair of the Program Committee
- Board Member Chair of Procurement Liaison Committee
- Board Member Chair of Communications Committee
- Board Member Chair of New Mexico State Certifications

New:

- 2. The following officers and directors shall be elected:
 - 2.1. President
 - 2.2. Vice President
 - 2.3. Secretary
 - 2.4. Treasurer (Board chair of the Budget and Finance Committee)
 - 2.5. Board Member Chair of the Education and Professional Development Committee
 - 2.6. Board Member Chair of the Membership and Certification Committee
 - 2.7. Board Member Chair of the Program Committee
 - 2.8. Board Member Chair of Procurement Liaison and Nominating Committee
 - 2.9. Board Member Chair of Communications Committee

Article VI Terms of Office

Paragraph 2.

Old:

Period of Time. The term of office of all officers and directors shall be for a period of two (2) years. No one may remain on the Board of Directors for more than six (6) consecutive years, except that a retiring President may continue on the Board for four more years after his or her term.

New:

1. Commencement. The term of office of all officers and directors shall commence on January 1 of each year.
2. Period of Time. The term of office of all officers and directors shall be for a period of three (3) years. No one may remain on the Board for more than nine (9) consecutive years, except that a retiring President may continue on the Board for four more years after his or her term.
3. Beginning in January of 2012 the Terms will be:
 - 3.1. President – 3 Years
 - 3.2. Vice President – 2 Years
 - 3.3. Secretary – 3 Years
 - 3.4. Treasurer – 2 Years
4. The regular terms as stated in paragraph 2 will take effect as soon as the staggered terms end.

Article VII

Renumbered paragraph. No other changes.

Article VIII Meetings

Paragraph 10

Old:

Travel. Board Members are in travel status when duly authorized in accordance with the Association approval to engage in Association business away from the local bases of operations. The Executive Board shall recommend to the Association annually for its approval an amount to be expended for members to attend and participate in meetings, conventions, workshops and other activities for the for the benefit of the Association, and mileage to be determined on a case by case bases as determined by the board. Subject to budget.

New:

10. Travel. Board Members are in travel status when duly authorized in accordance with the Board's approval to engage in Association business away from the local bases of operations. The Board may approve expenses for members to attend and participate in meetings, conventions, workshops and other activities for the for the benefit of the Association, and mileage to be determined on a case-by-case basis as determined by the Board or the board may set an annual travel policy. Members must submit documentation or an approved voucher for reimbursement. All reimbursements are subject to budget constraints.

Article IX Committees

Old:

ARTICLE IX - COMMITTEES

1. Standing Committees. The standing committees of the association shall be as follows:

- Budget and Finance Committee;
- Education and Professional Development Committee;
- Membership Committee;
- Nominating Committee;
- Program Committee;
- Procurement Organization Liaison Committee;
- Awards and Scholarship Committee; and
- Communications Committee.

1.1 Budget and Finance Committee. The Budget and Finance Committee shall consist of not less than three (3) members. The Chair shall be a member of the Board of Directors. The Budget and Finance Committee's primary responsibilities are to plan, establish, and execute the association's financial program; prepare and present the association's annual report, financial analysis, and statements; and supervise, coordinate, and review the committee's budget proposals for the year. The committee's chair shall make periodic reports to the President on the status of its activities. The Treasurer shall be an ex-officio member of the committee.

1.2 Education and Professional Development Committee. The Education and Professional Development Committee shall consist of not less than three (3) members. The Chair shall be a member of the Board of Directors. The committee's primary responsibilities are to plan, establish, and coordinate educational programs, subject to approval by the Board of Directors, which further the knowledge, expertise, and professionalism of the membership, such as organizing workshops and seminars, and towards certification of the association members. The committee's chair shall make periodic progress reports to the President on the status of its activities.

1.3 Membership Committee. The Membership Committee shall consist of not less than three (3) members. The Chair shall be a member of the Board of Directors. The Membership Committee's primary responsibilities are to organize an effective recruiting program; to prepare materials for distribution to potential members or to help familiarize them with the Association; and to work with the President on membership problems. The Membership Committee shall prepare an annual membership list of paid members in good standing, and include the year in the heading, for presentation at the first Board of Directors Meeting of the Association year. This list shall be effective January 1. This membership list and updated lists will be prepared and available to the Board and to the membership. The Committee's Chair shall make periodic progress reports to the President on the status of their activities.

1.4 Nominating Committee. The Nominating Committee shall consist of not less than three (3) members. The Chair shall be a member of the Board of Directors. The remaining committee members shall be appointed by the President. The committee's responsibilities are to nominate officers and board members to the

membership for election, and for conducting the election.

1.5 Program Committee. The Program Committee shall consist of not less than three (3) members. The chair shall be a member of the Board of Directors. The committee's primary responsibility is to plan, develop, and coordinate information programs, which are educational in nature, for the membership. Other responsibilities include arrangements for guest speakers at meetings and arrangements for audiovisual aids, panels, and/or other appropriate methods to achieve the desired objectives. The committee chair shall make periodic progress reports to the President on the status of its activities.

1.6 Procurement Organization Liaison Committee. The Procurement Organization Liaison Committee shall consist of not less than three (3) members. The chair shall be a member of the Board of Directors. The Procurement Organization Liaison Committee's primary responsibilities are to maintain liaison with organizations, which deal with procurement matters. The Procurement Organization Liaison Committee may designate its own officers, subcommittees, and organizations as may facilitate the execution of its responsibilities.

1.7 Awards and Scholarship Committee. The Awards and Scholarship Committee shall consist of the following members:

- Vice President, Chair;
- Chair of the Education and Professional Development Committee;
- Chair of the Membership Committee; and
- Member-at-Large from association membership, nominated by the President and approved by the Board of Directors.

This committee shall be responsible for the development and administration of procedures, criteria, and final selection of recipients for the following annual association awards, as may be applicable, which may include a Professional Public Buyer of the Year Award, a Professional Public Purchasing Manager of the Year Award, and an Annual Scholarship Award.

This committee may also coordinate submission of the NIGP Association of the Year criteria, nomination of the National Professional Public Buyer of the Year, and nomination of the National Professional Public Purchasing Manager of the Year Award to NIGP or other recognition, as may be applicable.

1.8 Communications Committee. The Communications Committee shall consist of not less than three (3) members. The Chair shall be a member of the Board of Directors. The Communications Committee's primary responsibilities are to keep the membership abreast of current information, to undertake public information on behalf of the association, and to implement communication actions authorized by the Board of Directors.

2. Special Committees. From time to time, the President may appoint special committees. The chair of such committee shall keep the President advised at all times on the activities of the committee, and shall render such progress reports as required by the President.

New:

Standing Committees. The standing committees of the association shall be as follows:

- Budget and Finance Committee (chaired by the Treasurer);
- Education and Professional Development Committee;
- Membership/Certification Committee;
- Procurement Organization Liaison/Nominating Committee;
- Awards and Scholarship Committee (chaired by the vice president) The Board will be the Awards and Scholarship Committee; and
- Communications Committee.

Paragraph 1.1

New:

ARTICLE IX – COMMITTEES

1. Standing Committees. The standing committees of the Association shall be as follows:
 - 1.1. Budget and Finance Committee (chaired by the Treasurer);
 - 1.2. Education and Professional Development Committee;
 - 1.3. Membership/Certification Committee;
 - 1.4. Procurement Organization Liaison/Nominating Committee;
 - 1.5. Awards, Scholarship, and Vendor Certification Committee (chaired by the vice president) The Board will be the Committee; and
 - 1.6. Communications Committee.
2. Budget and Finance Committee. The Budget and Finance Committee shall consist of not more than three (3) members. The Chair shall be the treasurer. The Budget and Finance Committee's primary responsibilities are to plan, establish, and execute the Association's financial program; prepare and present the Association's annual report, financial analysis, and statements; and supervise, coordinate, and review the committee's budget proposals for the year. The committee's chair shall make periodic reports to the President on the status of its activities. The Treasurer shall be an ex-officio member of the committee.
3. Education and Professional Development Committee. The Education and Professional Development Committee shall consist of not more than three (3) members. The Chair shall be a member of the Board. The committee's primary responsibilities are to plan, establish, and coordinate educational programs, subject to approval by the Board, which further the knowledge, expertise, and professionalism of the membership, such as organizing workshops and seminars, and towards certification of the Association members. The committee's chair shall make periodic progress reports to the President on the status of its activities.
4. Membership and Certification Committee. The Membership Committee shall consist of not more than three (3) members. The Chair shall be a member of the Board. The Membership and Certification Committee's primary responsibilities are to organize an effective recruiting program; to prepare materials for distribution to potential members or to help familiarize them with the Association; and to work with the President on membership problems. The Membership and Certification Committee shall prepare an annual membership list of paid members in good standing, and include the year in the heading, for presentation at the first Board Meeting of the Association year. This list shall be effective January 1. This membership list and updated lists will be prepared and available to the Board and to the membership. The Committee shall develop, implement, and maintain a in-state certification

program as approved by the Board. The Committee's Chair shall make periodic progress reports to the President on the status of their activities.

5. Program Committee. The Program Committee shall consist of not more than three (3) members. The chair shall be a member of the Board. The committee's primary responsibility is to plan, develop, and coordinate information programs, which are educational in nature, for the membership. Other responsibilities include arrangements for guest speakers at meetings and arrangements for audio visual aids, panels, and/or other appropriate methods to achieve the desired objectives. The committee chair shall make periodic progress reports to the President on the status of its activities.
6. Procurement Organization Liaison and Nominating Committee. The Procurement Organization Liaison and Nominating Committee shall consist of not more than three (3) members. The chair shall be a member of the Board. The Procurement Organization Liaison and Nominating Committee's primary responsibilities are to maintain liaison with organizations, which deal with procurement matters and to nominate officers and board members to the membership for election, and for conducting the election. The Procurement Organization Liaison and Nominating Committee may designate its own officers, subcommittees, and organizations as may facilitate the execution of its responsibilities.
7. Awards, Scholarship, Vendor Certification Committee. The Awards, Scholarship, and Vendor Certification Committee shall consist of the following members:
 - 7.1. Vice President, Chair
Board of Directors.
 - 7.2. This committee shall be responsible for the development and administration of procedures, criteria, and final selection of recipients for the following annual Association awards, as may be applicable, which may include:
 - 7.2.1. Professional Public Buyer of the Year Award
 - 7.2.1.1. Municipal/County Category,
 - 7.2.1.2. State Category
 - 7.2.1.3. Education Category
 - 7.2.1.4. Special Category
 - 7.2.2. Professional Public Purchasing Manager of the Year Award,
 - 7.2.2.1. Municipal/County Category
 - 7.2.2.2. State Category
 - 7.2.2.3. Education Category
 - 7.2.2.4. Special Category
 - 7.2.3. and an Annual Scholarship Award
 - 7.2.4. This committee may also coordinate submission of the NIGP Association of the Year criteria, nomination of the National Professional Public Buyer of the Year, and nomination of the National Professional Public Purchasing Manager of the Year Award to NIGP or other recognition, as may be applicable.
 - 7.2.5. This committee shall be responsible for approving the development, implementation, procedures, and status awards of the Vendor Certification Program.
8. Communications Committee. The Communications Committee shall consist of not more than three (3) members. The Chair shall be a member of the Board. The Communications Committee's primary responsibilities are to keep the membership abreast of current information, to undertake public information on behalf of the Association, and to implement

communication actions authorized by the Board.

9. Special Committees. From time to time, the President may appoint special committees. The chair of such committee shall keep the President advised at all times on the activities of the committee, and shall render such progress reports as required by the President.

Article X Finances

Change: Add Paragraph 5 and 6

5. Policies and Procedures. The Treasurer may adopt certain policies and procedures for handling the finances of the Association.
6. Expenditure Levels. The President shall be responsible for authorizing expenditure or commitment of Association funds, and is authorized to sign all Association checks issued on behalf of the Association.

Article XI

No changes

Article XII

No changes

Article XIII

Old:

- 1.0 In the event the association charter is dissolved, the association shall:
 - 1.1 after satisfaction of all debts, liquidate any assets in accordance with the direction of the Board of Directors;
 - 1.2 arrange for deposition of records of the association, in accordance with the direction of the Board of Directors.

New:

1. In the event the Association charter is dissolved, the Association shall:
 - 1.1. Direct the Board to satisfy all debts and liquidate any assets; and
 - 1.2. Direct the Board to arrange for deposition of records of the Association.

Article XIX

No changes