

Attached is the original  
Constitution and By-Laws  
As adopted by  
Texas Association of Public Purchasers (TAPP)  
At the time of receipt of its charter  
From  
National Institute of Governmental Purchasing, Inc. (NIGP)  
In  
January, 1986

(Minor grammatical, punctuation, and consistency edits were performed in preparation  
for inclusion of the first Amendments effective April 4, 1996.)

Ken Muenzler  
President, 1996  
TAPP

# **CONSTITUTION**

## **ARTICLE I - NAME**

- 1. The name of this Chapter shall be the Texas Association of Public Purchasers (TAPP), Chapter of the National Institute of Governmental Purchasing (NIGP).**

## **ARTICLE II - OBJECTIVE**

- 1. The objectives of this Chapter are to establish cooperative relationships among its members for the development of efficient purchasing methods and practices in the field of educational governmental and public institutional procurement; to encourage maintenance of ethical standards in buying and selling; to promote uniform public purchasing laws and simplified standards and specifications; to collect and disseminate useful information for its members; to promote the interchange of ideas and experiences within the purchasing professions; to encourage purchasing research and investigation; and to sponsor such other activities as may be useful in providing its members with knowledge for efficient procurement; and to strive to advance the purchasing profession by all legitimate means.**

## **ARTICLE III – MEMBERSHIP**

- 1. The Membership shall consist of regular, honorary and retired memberships.**
- 2. Regular Membership. Membership in the Chapter shall be open to:**
  - A. All public institution procurement personnel in the state of Texas, including Federal, State, County, municipal and township activities, public school systems, colleges, universities, hospitals, commissions, parties and any other public political subdivisions of the State;**
  - B. Full-time employees of any NIGP member agencies provided he/she spends the majority of his/her time involved in contracting, the purchasing process or the materials management function.**
- 3. Honorary Membership. Honorary membership may be conferred upon individuals who have made distinguished contributions to the purchasing profession**

or this chapter. Nominations for honorary membership will be considered by the Board of Directors. Upon their recommendation, the nomination must be approved by a two-thirds (2/3) majority of the members present at a Regular Meeting. Honorary members shall not be entitled to vote or hold office and shall be exempt from payment of fees and dues.

4. **Retired Membership.** Retired membership may be conferred upon members of this chapter upon their retirement from public purchasing, upon written request for such membership, and upon recommendation of the Board of Directors. Retired members shall be entitled to vote, but not hold office, and shall be exempt from payment of fees and dues.

5. **Admission.** An applicant becomes a regular member upon acceptance of the application by the Board of Directors and payment of dues.

#### **ARTICLE IV – OFFICERS AND ADMINISTRATION**

1. **The Officers** of the Association shall be a President, a Vice President, a Secretary and a Treasurer.

- A. **The President** shall exercise a general supervision over the affairs of the Chapter, preside over all meetings of the Chapter, be an ex-officio member of all committees, and perform all duties incidental to the office of President.
- B. **The Vice President** shall perform such duties as are assigned to him/her by the President.
- C. **The Secretary** shall maintain a written record of the proceedings of all meetings of the Chapter and perform the usual duties of Secretary.
- D. **The Treasurer** shall be responsible for the funds of the Chapter, shall maintain a complete record of receipts and disbursements, and shall render a true and complete report relative to the affairs of his/her office at each meeting.

2. **Board of Directors.** The governing body of this Association will be an executive board consisting of the President, Vice President, Secretary, Treasurer, three (3) Members-at-Large, and the Immediate Past President and shall be known as the Board of Directors. The Members-at-Large shall act in an advisory position and shall attend all Board of Directors meetings. The Board of Directors shall have no authority to expend or commit funds or otherwise cause indebtedness of the Chapter unless such expenditures or commitment of indebtedness is approved in advance by two-thirds (2/3) majority vote of the members present at a regular meeting.

## **BY-LAWS**

### **ARTICLE I – ELECTION OF OFFICERS**

- 1. Officers and one Member-at-Large shall be elected annually at the Regular Meeting during the month of November from a slate of candidates presented by a nominating committee and by any eligible members nominated from the floor.**
- 2. No member of this Chapter shall be considered for office unless he or she has been a regular member in good standing for at least one year immediately preceding the election.**
- 3. Election will be by majority vote of the members present and voting at the election, and signed mailed in ballots received by the day of the election, from any regular member or retired member in good standing.**

### **ARTICLE II – TERM OF OFFICE**

- 1. The term of office of all Officers and Directors shall commence on January 1st, following the November election.**
- 2. The term of office of all Officers shall be for a period of one (1) year.**
- 3. The term of office of all Members-at-Large shall be for a period of three (3) years. However, to provide for future staggered terms after the initial slate of Members-at-Large is elected, they will draw lots to serve for a period of one, two or three years respectively.**

### **ARTICLE III – VACANCIES**

- 1. Vacancies shall be filled by appointment of the President and approval of the majority of the Board of Directors.**
- 2. In the event of a vacancy in the office of a Member-at-Large, the vacancy shall be filled by appointment of the President and approval of the majority of the Board of Directors.**

### **ARTICLE IV – DUES**

- 1. Members will be assessed annual dues on an individual basis. The amount of dues will be set by a majority vote of the members present at a regular meeting upon recommendation of the Board of Directors.**
- 2. In order to remain a member in good standing, annual dues for the current fiscal year must be paid by the close of business at the Regular March Meeting.**

## ARTICLE V – FUNDS

1. The Association shall maintain a bank account with three signatures registered to include the President, Treasurer and Secretary.
2. The outgoing Treasurer and the incoming President and Treasurer will conduct a joint audit of the funds prior to transfer of accountability at the beginning of a new term. The results of the joint audit will be presented to the Board of Directors for approval.

## ARTICLE VI – MEETINGS

1. The Chapter shall meet approximately once monthly. The date and location of the Meeting is to be determined by the Membership.

## ARTICLE VII – COMMITTEES

1. The Nominating Committee shall consist of not less than a Chairperson, appointed by the President and two other members appointed by the Chairperson.
  - A. The Committee shall receive and evaluate recommendations from the Membership regarding individuals suggested for candidacy.
  - B. The Committee shall select at least one candidate for each office for which the term is expiring. The slate of nominees will be turned over to the President no later than five (5) days prior to the Regular October Meeting.
  - C. No changes on this slate may be made after submission to the President, except at the request of the nominee.
  - D. Nominations may be made from the floor at the October Meeting, but only if the nominee has given express permission that his/her name be placed in nomination.
2. Standing Committees. Standing committee chairpersons shall be appointed by the President and shall consist of, but not be limited to:
  - A. **Professional Development**  
The Professional Development Committee shall consist of not less than three (3) members: the Chairperson appointed by the President and two (2) other members appointed by the Chairperson. The Professional Development 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 NIGP seminars, and toward certification (CPPB

and CPPO) of the Chapter members. The Committee Chairperson shall make periodic progress reports to the President on the status of the Committee's activities.

**B. Membership**

The Membership Committee shall consist of not less than three (3) members: the Chairperson appointed by the President and two (2) other members appointed by the Chairperson. 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 Chapter, 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 Chapter year. This list shall be effective January 1st and shall also be submitted to NIGP according to its requirements. This membership list and updated lists will be prepared and presented to the Board and to the Membership through the Chapter newsletter. The Committee's Chairperson shall make periodic reports to the President on the status of the Committee's activities. The Committee shall be responsible for collecting membership dues, conveying dues to the Treasurer for deposit and sending out delinquent notices where necessary.

**C. Publications/Communications**

The Publications/Communications Committee shall consist of not less than three (3) members: a Chairperson appointed by the President and two (2) other members appointed by the Chairperson. The Publication/Communications Committee's primary responsibilities are to inform the Membership of Chapter cultural and educational activities as well as social events. The Publication/Communications Committee shall collect articles, prepare, edit and publish the Chapter's newsletter every other month, fifteen (15) days prior to the Chapter's Regular Meetings. The Committee shall collect and send articles to members' local newspaper, to NIGP, etc., to publicize individual achievements, as well as those of the Chapter. The Committee's Chairperson shall make periodic progress reports to the President on the status of the Committee's activities.

**D. Speaker/Programs**

The Speaker/Programs Committee shall consist of not less than three (3) members: a Chairperson appointed by the President and two (2) other members appointed by the Chairperson. The Speaker/Programs Committee's primary responsibilities are to plan, develop and coordinate information programs, which are educational or informative in nature for the Membership. Responsibilities shall include arrangements for guest speakers at Meetings and to arrange for audio-visual aids, panels and/or other appropriate methods to achieve the desired objectives. The

**Committee's Chairperson shall make periodic progress reports to the President on the status of the Committee's activities.**

**E. Awards**

**The Vice President shall direct the Awards Committee, which shall consist of the Chairperson of the Professional Development Committee, Chairperson of the Membership Committee and a Member-at-Large from the Chapter Membership appointed by the President and approved by the Board of Directors. The Committee shall be responsible for the development and administration of procedures, criteria and the final selection of recipients for the following annual Chapter awards:**

**Professional Public Buyer of the Year,  
Professional Public Purchasing Manager of the Year, and  
Professional Purchasing Staff Member of the Year.**

**The Committee shall also coordinate submission of the NIGP Chapter of the Year criteria, nomination for the National Professional Public Buyer of the Year award, and nomination for the National Professional Public Purchasing Manager of the Year award to NIGP.**

**Each year, the Committee shall review the procedures and criteria used in selecting the recipients of the Chapter's awards and submit any recommended changes for approval to the Board of Directors not later than the second month of the Chapter fiscal year. If no changes are deemed necessary, the Committee shall report this to the Board of Directors by the second Meeting of the Chapter fiscal year. Any Board of Director-approved changes shall be reported to the Membership for approval, in writing, thirty (30) days prior to the fourth Chapter Meeting of the year. Any changes shall be submitted to NIGP for approval by the Executive Vice President.**

**3. Additional Committees/Task Forces. Additional committee's and/or task forces may be appointed by the President as required.**

**ARTICLE VIII – MEETING PROCEDURES**

- 1. A quorum at a Board meeting shall consist of a majority of the officers.**
- 2. Robert's Rules of Order shall govern all meetings of the Chapter.**

**ARTICLE IX – AMENDMENTS**

- 1. Any proposed amendment to the Constitution and By-Laws must be submitted in writing to the Membership at a Regular Meeting and shall be voted on at the next regular meeting.**

**2. The Constitution and By-Laws may be amended by a two-thirds (2/3) majority of the members present at a Regular Meeting following receipt of proposed changes.**