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**CALIFORNIA ASSOCIATION OF PUBLIC PROCUREMENT OFFICIALS
Policies and Procedures Manual**

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CALIFORNIA ASSOCIATION OF PUBLIC PROCUREMENT OFFICIALS Policies and Procedures Manual

I. Purpose

A. Purpose of the Policies and Procedures Manual:

The Policies and Procedures Manual is a flexible document which reflects the responsibility of the Board to develop the activities of CAPPO in a manner consistent with sound business and fiscal responsibilities and practices. It is not a static constitution or a set of bylaws.

1. The Board will prepare the first edition of the Policies and Procedures Manual and shall be responsible for all additions, amendments or deletions to the various sections of the document.
2. The Manual shall be prepared and maintained in an electronic format which will minimize the cost of revision and distribution.
3. The Immediate Past President shall have the responsibility of updating the Policies & Procedures Manual after each Board meeting or on an as needed basis. All changes shall be dated at the end of the change and the updated Manual will be distributed at the next scheduled Board meeting.
4. Upon direction of the President, the Executive Business Officer will disseminate the revised Manual to the organizations Webmaster for posting on the CAPPO Website.
5. Any member of CAPPO may, by written request, to the Board, initiate action to incorporate new material, changes or corrections in this Manual.
6. New material or updates will be effective only after Board adoption.

II. Board of Directors

A. Power and Duties:

1. To consult together concerning the affairs, activities, needs and issues facing the Association.
2. To provide for meetings, conferences and/or other activities consistent with the Bylaws or such statements of CAPPO's policies as may be adopted from time to time by the Full-Board, by majority of vote.
3. Consider all questions, concerns, policies and/or programs referred by the membership.

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B. Meetings:

1. The Board shall meet in accordance with the Associations Bylaws. Meeting dates for Board meetings will be set by the current President.
2. When necessary, closed sessions of the Board may be held before and during a Regular Board meeting.
3. All Official Minutes of the Association shall contain a summary of the items and actions taken by the Board.
 - a. The minutes shall be labeled proposed minutes until reviewed and adopted by the Board. After adoption, the minutes shall be reissued by the Secretary/Treasurer reflecting all changes made by the Board and labeled approved minutes.
 - b. The Secretary/Treasurer shall send the signed Board approved minutes to the Executive Business Officer. The Secretary/Treasurer shall also send electronic copies of the Board approved minutes to the Board and the Associations Webmaster for posting.
 - c. Agenda items shall be submitted to the President at least two weeks before the next meeting of the Board.
 - d. Items for the agenda may originate from any source, but will typically originate from the Board members, Committee Chairs, Chapter Chairs or Past Presidents.
 - e. The President shall have the final responsibility for agenda preparation. Except when the President is officially excused, and either the First-Vice President or Second-Vice President is presiding over the meeting in question.
4. The Board shall review and provide feedback or comments on the current operating budget at every regularly scheduled or special meeting if applicable.
5. Annually, the Board shall review the Association's Bylaws and suggest changes as necessary to reflect current operational needs of the membership.

C. Committees:

1. The President shall appoint all Committee Chairs and act as an ex-officio member of all committees: except in the case of the Nominating Committee.
2. In making appointments to committees, the President shall give due consideration to needed technical expertise and other special requirements, and make every effort to appoint members who are clearly qualified.

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3. The President shall, by April 1st of each year, publish a listing of each committee and chairperson in the *CAPPONews*.
4. Each Committee Chair shall submit a written report of activities to the President in time for distribution to the Board before the Annual Conference.
5. Each Committee Chair shall submit at least one article for the *CAPPONews* during the year.
6. The various committees shall operate in accordance with both the Bylaws and the Policies and Procedures Manual of the Association at all times.
7. A Committee Chair shall be subject to removal from office if he/she makes commitments beyond, or conflicting with, the Association's adopted Bylaws and Policies and Procedures, or for failure to carry out his/her assigned duties.

D. Policy Making:

Only the Board, meeting in a legal session, shall establish policy.

E. Reimbursable Expenses:

1. Expenses incurred by any Association Officer and/or Director while attending Board of Director meetings shall be paid by the Association in accordance with the Association's travel policy.
 - a. The President may authorize paying partial or full expenses of Board members not reimbursed by their agencies to attend the Association's Annual Conference.
 - b. When authorized by the President, a spouse/guest may accompany a Board member to a Board meeting and the Association shall pay for double occupancy room costs.
 - c. Chapter Chairs, Committee Chairs, and Past Presidents invited to attend Board meetings shall be reimbursed pursuant to the Association's travel policy.
2. The Association shall pay authorized mileage when travel is by private automobile per the Association's approved travel policy.
3. Payment shall be made to individuals traveling on approved Association business as budgeted and authorized by the President and outlined within this section.
4. Reimbursement of expenses for attendance at business functions for members of the Board, Committees and Chapter Chairs will be made only to those individuals who have been authorized, or directed, to attend by the President, and ratified by the Board.

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5. Expenses incurred for any delay in travel shall not be paid when the delay is at the option of the individual traveling, unless approved otherwise by the President.
6. All reasonable expenses incurred by the Audit Committee members, in conjunction with the annual audit, shall be reimbursable by the Association.
7. All reasonable expenses incurred by the Certification Committee Chair, not reimbursed by organizations such as ISM and UPPCC, or a public agency, for attending certification committee meetings or other required functions held throughout the year, shall be reimbursed by the Association.

F. Business Cards:

The Association shall provide all Board members with business cards, upon request.

The Board's responsibilities are outlined in the Bylaws. Each officer should be familiar with the contents of the Bylaws, the Policies and Procedures and other procedures as applicable.

III. Administration

A. Force of Policy:

This adopted policy shall govern the activities of the Association, its members, officers and others either in a volunteer or hired position.

B. Records:

Relevant individual records maintained by members of the Board, Committee and Chapter Chairs are to be kept and turned over to their successor in accordance with the Bylaws. Obsolete material shall be removed and destroyed.

C. Polled Opinion:

All polled opinions of the Board, when required, are to be conducted only by the President. All such actions shall be subject to ratification at the next meeting of the Board.

D. Accounting:

The Executive Business Officer shall present a budget report at each Board meeting. The Associations books are on a cash, not an accrual, basis.

E. Correspondence:

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Copies of all pertinent correspondence involving major issues are to be sent to all members of the Board for informational purposes.

1. Copies of all correspondence generated by individual Board members are to be sent to the Executive Business Officer who shall maintain a "read file" that shall be made available to any member of the Board upon request.

F. Lobbying:

The Association may lobby the State and/or Federal government on legislation affecting our profession within the 503(c) guidelines.

IV. Conference

A. Responsibility:

It shall be the responsibility of the Conference Chair, under the direction of the President, to coordinate the various areas of the conference assignments into a single program.

1. All hotel contracts must be reviewed, at a minimum, by the President, Immediate Past President and one Past President before they are fully executed and approved by the Board. The purpose of this review is to prevent unreasonable risk to the Association.
2. The President may delegate authority to sign other contracts pertaining to the conference to the members of the Conference Committee as he/she sees fit. This authorization must be in writing. Board approval is not required for these types of contracts.
3. A letter of invitation shall be mailed to representatives of other professional associations. The regular conference registration fee shall be waived for these representatives. The President may invite other guests at his/her pleasure.
4. The President shall make necessary arrangements to seat members of the Board on the dais for the opening session and business session.

B. Attendance:

Attendance at the Conference sessions shall be open to all registered Conference delegates.

C. Registration Fees:

The President shall establish registration fees for the Annual Conference. Whenever possible, the registration fee will cover Conference expenses and produce reasonable revenue for the Association.

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1. A reduced registration fee may be established to encourage student attendance.
2. The President may waive the fees for Honorary and/or Retired members. In no instance may Honorary or Retired members be charged to attend educational sessions.
3. Requests for refunds of Annual Conference registration fees must be in writing and will be granted at the discretion of the President. The President is encouraged to grant refunds in cases of demonstrated hardship, such as disasters, major illness, death in the immediate family, and/or under similar circumstances.

D. Executive Business Officer:

The Executive Business Officer's cost for attending the Annual Conference shall be expensed from the Associations operating budget, not the Annual Conference budget.

E. Publicity:

Publicity for the Annual Conference shall begin at the previous conference and in the March issue of the *CAPPONews* and continue throughout the year.

1. Future Conference dates, registration fees, hotel rates, and locations shall be published in the *CAPPONews* and on the Association's website as soon as they become known to allow the membership time to secure attendance approval from their agencies.

F. Conference Report:

A mini-report containing highlights of the Conference shall be published as part of the *CAPPONews* in the edition following the Annual Conference.

1. The complete financial reports, registration records, copies of all technical papers presented and the approved minutes for the annual conference will be filed in the Business Office of the Association.

G. Installing Officer:

Only a past president of the Association shall conduct the ceremony of installation.

H. Activities:

The purpose of the annual conference is to provide education for our members. Conference activities shall emphasize workshops, speakers and Professional Development papers. Conference publicity shall emphasize educational activities.

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I. Hospitality Suites:

Supplier sponsored hospitality suites are prohibited.

J. Supplier Advertising:

The Conference Committee may sell or barter supplier advertising in the Supplier Exposition program or the Internet Cafe. The Conference Committee is responsible for establishing the rates for the advertisements.

K. Finances:

1. There will be two Conference checkbooks; one for the North and one for the South. The Audit Committee will audit the previous Conference's checkbook during each annual audit. The Finance Chair shall be invited to the annual audit to answer questions of the committee.
2. The annual conference start-up or advancement for each conference will be \$25,000 for each checkbook.
3. The cost of the Board, VIP and Conference Committee dinner conducted at the annual conference shall be charged as a conference expense, not as an Association expense.
4. Partner benefits incurred as part of the Conference will be paid by the Association as a reimbursement to the Conference.
5. The books for the conference shall be closed prior to the end of the Association's current fiscal year and all proceeds sent to the Executive Business Officer for deposit into the general account.

V. Membership

A. New Member Applications:

The Executive Business Officer shall process and approve all membership applications and provide the Chapter Chairs with a list of all new members on a quarterly basis.

B. Welcome Packets:

The Executive Business Officer shall mail a welcome letter and a lapel pin to all new members on a monthly basis.

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C. Membership Fees:

- Annual membership fees for regular and associate members are \$130
- Annual membership fees for retirees are \$25
- Annual membership fees for students are \$10

The annual membership fees structure shall be \$130 for the fiscal year. Membership fees will not be prorated. If a membership application is received during the last fiscal quarter (Dec – Feb) as part of a conference registration paying the non-member rate, the application will be processed at the conclusion of the conference. If the Executive Business Officer approves the application, the applicant may be granted membership rights immediately although the membership fee will be for the term beginning with the Association’s next fiscal year.

Invoices for dues are to be mailed to all members on January 1st annually. A second notice is to be mailed by March 1st and a final notice by April 1st.

The difference in the cost of a seminar to members and non-members shall be the amount of the regular membership fee or a 25% premium, whichever is greater. The difference may be applied to membership, if the non-member completed and submitted an application for membership at the time of registration, or within thirty (30) days of the seminar date.

D. Membership Data:

Membership directories may be sold to agencies, suppliers, or any other organization. The fee for the procurement of Memberships directories shall be established by the Organization’s Board.

E. Agency Billing:

The Association issues memberships to individuals and provides agency billing which is charged at the per member price, but as employees come and go, the membership stays with the agency.

F. Honorary Membership:

An Honorary Membership may be granted to living retired or former members of the Association or to living non-members upon determination of the Board of Directors. Upon retirement, Association Past Presidents shall automatically be designated as Honorary Members.

VI. Certification/Accreditation

A. Information:

At a minimum, the Association shall have two (2) current members representing the Association on the Certification Committee of the Universal Public Procurement Certification Council (UPPCC). These representatives shall be responsible for distributing information

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concerning certification and accreditation to the Associations membership.

B. UPPCC Board of Examiners:

The Associations representative to the Universal Public Procurement Certification Council Board of Examiners shall be appointed by the President. The representative must hold a CPPO or CPPB designation and shall be dependent upon their assignment and shall serve a three (3) year term and no more than three (3) total terms.

C. Certification and Accreditation Materials:

Certification and accreditation study materials may be purchased and distributed through the Associations reference library.

1. The Executive Business Officer shall be responsible for the distribution of the study materials.
2. A notice shall be published in the *CAPPONews* that the study materials are available.
3. Study materials available from the reference library shall be listed on the Associations website. The Executive Business Officer shall be responsible for updating the list.

VII. Chapters

A. Board Visits:

The Board shall work closely with Chapters.

1. Board members are encouraged to attend Chapter meetings when held in their general area, in addition to their regularly attended Chapter.

B. Reports:

Chapter Chairs shall be invited to present a short report on their past year's activities at a meeting with the Board at the Annual Conference and/or other organized Board meetings.

C. Board Minutes:

The Secretary/Treasurer shall be responsible for the posting of the Organizations approved minutes to the Organizations website.

Officers of Chapters shall be members of the Association. It is recommended each Chapter have a Chairperson, Co-Chairperson, Secretary, and Treasurer. If necessary, an individual may perform more than one of these functions.

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E. *CAPPONews* Articles:

Each Chapter is encouraged to write reports about their meetings for publication in the *Around California* section of the *CAPPONews*.

F. Liaison:

The Immediate Past President, as Membership Chair shall act as Chapter Liaison working closely with the Board and the Chapter Chairs.

G. Recognition:

The President will recognize Chapter chairs for service rendered to the Association on an annual basis.

H. Annual Conference:

Chapters are encouraged to spend group funds to send the Chapter Chair to the annual conference when the chair's agency will not pay for his/her attendance.

I. Binders/Electronic Files:

Each Chapter Chair shall have a binder or electronic file containing all the pertinent information he/she will need to manage his/her chapter. The Executive Business Officer will provide updates to Association Policies and Procedures as necessary.

VIII. Professional Development

A. Educational Needs:

The Board shall develop suitable programs to satisfy the educational needs of the membership.

The President shall appoint Directors from the North and the South who will coordinate educational efforts with the standing Professional Development Committee.

The Professional Development Directors, under the direction of the First Vice President, are responsible to arrange and present quality professional seminars and webinars. A minimum of four (4) seminars, two (2) in the spring and two (2) in the fall, in their represented areas of the State and four (4) new webinars will be made available to the Association membership annually in addition to the professional seminars and webinars arranged and presented by Chapters in accordance with the Chapter Guidelines.

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B. Seminar Fees:

Seminars shall be conducted in such a manner as to recover expenses, whenever possible. Registration fees for seminars should be set to reflect their quality and length. Non-Association members will pay a 25% premium or the cost of membership in the Association, whichever is greater, to attend seminars.

1. Requests for refunds of seminar fees must be in writing and will be granted at the discretion of the appropriate Professional Development Director. The Director is encouraged to grant refunds in cases of demonstrated hardship, such as disasters, major illness, and death in the immediate family or under similar circumstances.

C. Speaker Contracts:

Contracts for speakers shall be in writing and shall include cancellation policies for both the Association and the speaker. Cancellation policies should be developed as is appropriate to the event. The Association should have the ability to cancel a speaker up to 5 business days before the seminar, if necessary.

D. Standing Professional Development Committee:

1. The President shall select a minimum of one Director from the North and one for the South to act as Professional Development Directors. This selection shall be made at the beginning of the President's term.
2. The First Vice President, as Professional Development Chair, and the Professional Development Directors shall meet on an as needed basis to plan seminars and webinars for the upcoming year. To save on travel expenses, it is suggested these meetings occur in conjunction with a scheduled Board meeting or via teleconference.

IX. Public Relations

A. Attendance at Other Association Conferences:

The President, or appointed representative, may attend the National Institute of Governmental Purchasing (NIGP), the National Procurement Institute (NPI), the National Association of Educational Procurement (NAEP), the California Association of School Business Officials (CASBO), the Florida Association of Public Procurement Officials (FAPPO) or other conferences as deemed necessary by the President, and approved by the Board. Funds shall be budgeted as necessary.

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B. Participation in NCPPC:

The President, or appointed representative, shall serve on the National Council for Public Procurement and Contracting (NCPPC).

X. Historian

A. Maintenance of Historical Records:

The President shall appoint a Historian who shall maintain the Association's historical records.

1. The cost of maintenance and shipping of materials will be paid for by the Association.
2. The Historian shall have the authority to destroy any document that is not of historical value or of significance.
3. The Historian shall have the responsibility of recommending to the Board the destruction of old, significant records. Upon direction from the Board, the Historian will destroy these documents.

B. Conference Photos:

The Historian will have full possession and responsibility for all conference photographs.

XI. Publications

The official publication of the Association shall be a quarterly newsletter edited by the Second Vice President and shall contain official notices and news of interest.

A. *CAPPONews* Distribution:

A current copy of the *CAPPONews* shall be posted on the home page of the Association's website which will be available for review by both members and non-members. The *CAPPONews* Past editions of the *CAPPONews* shall also be posted to the Association's website in the Members Only section.

B. Financial Reports:

Annual financial reports will be posted to the Association's website when they become available. These reports shall include at a minimum; the annual reports of the Association and the

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full Conference financial report.

C. Business Survey:

The business survey will be published and posted on the website, in the Members Only section.

XII. Verne O. Gehringer Award

A. Establishment of Award:

The Board has established an award in honor of Verne O. Gehringer.

1. The award shall be a plaque and designed in such a manner to reflect the importance of the award.
2. The award shall remain with the recipient.

B. Past President's Eligibility:

Past presidents of the Association are eligible to receive the award.

C. Employment Factor:

Employment should not be a contributing factor in the eligibility for receiving the award.

D. Award Criteria:

The evaluation criteria for the award will not be made public information.

XIII. Special Awards and Recognition

A. Award for Board Members, Committee and Chapter Chairs:

The Board shall establish an award, a plaque, or a certificate, for all members of the Board, certain designated Committees and Chapter Chairs to be given at the discretion of the President.

B. Gift or Plaque for Outgoing President:

The First Vice President shall be responsible for presenting an appropriate gift and/or plaque to the outgoing President. This will be coordinated with the Executive Business Officer.

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C. Appropriate Meeting for Giving Awards:

Special awards and recognition shall be awarded at the Annual Conference, regional dinner meetings, or monthly Chapter meetings as appropriate.

D. Past Presidents Council Award to Outgoing President:

A wood carving depicting the Conference number will be presented by the Immediate Past President to the outgoing President at the Annual Conference.

XIV. Supplier Relations

A. Supplier Affiliation:

Supplier affiliation and cooperation with the Association shall include the following guidelines:

1. Participation at trade shows and exhibits during the Annual Conference and such other periodic seminars and programs as may be scheduled by the Association.
2. Participation in technical, educational, and informational presentations during the Annual Conference and such other periodic seminars and programs as may be scheduled by the Association.
3. Entitled to purchase the Membership Directory at a cost to be determined by the Board.

B. Corporate Partnership Program:

1. Objective:

The objective of the Corporate Partnership Program is to establish a structured program that will provide a limited number of non- profit government cooperatives, and joint powers authorities the opportunity to interact with the Association's Board, Chapter Chairs, and Association Members without threatening the professional integrity of the Association, and in accordance with the Association's Corporate Sponsorship policy.

2. Opportunity:

The Association's Corporate Partnership Program shall be structured in such a manner that fosters an atmosphere of contribution, and shall also be structured in such a manner to enhance regular communication between participants and the Association's Board and offer unique exposure opportunities to the Association's membership.

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3. Structure:

The Partnership program shall offer three levels of participation; Silver, Gold and Platinum.

The Silver and Gold levels shall be open to vendors, contractors and suppliers doing business with public agencies within the State of California.

The Platinum level shall be limited to non-profit organizations, government cooperatives and joint power authorities. All Partners must abide by the Association's code of ethics. The Association reserves the right to reject the application of any vendor or organization.

The Association's Board shall develop and approve all program contributions, annual benefits and conference benefits on an annual basis. The Conference Committee Chair under the direction of the President may adjust the conference benefits as appropriate based on the opportunities of the Annual Conference.

The President shall inform the Board of minor adjustments to the conference benefits. Benefits for all levels shall be reviewed and adopted by the Board.

4. Application Process:

An Application to Participate shall be filled out and submitted to the Executive Business Officer by all Corporate Partners interested in participating in the Corporate Partnership Program. Submission of an application does not guarantee acceptance and participation in the Association's Corporate Partnership Program.

5. Disclaimer:

The Association subscribes to the highest standards of purchasing practices. Due to the Association's members' regulatory and ethical requirements, the Association shall maintain a policy of supplier neutrality. Participation in the Association's Corporate Partnership Program shall be strictly voluntary and shall not at any time represent an endorsement by the Association, any member of the Association's Board, or by the Association's members.

C. Supplier Exposition:

Each Annual Conference shall include a supplier exposition (trade show). The supplier is an essential ingredient to the basic purpose of the Conference, which is the broadening of knowledge of the Association's membership.

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1. The Conference Committee is responsible for the development of, arrangements for, and production of, the Conference supplier exposition. The supplier exposition shall be scheduled at time(s) and on day(s) so as to be an integral part of the Annual Conference. The fee for supplier participation shall be set by the President and the Annual Conference Chair.

XV. Employment Opportunities

A. Responsibility:

The Association will maintain a job bank of currently available purchasing related positions on the Association's website. Such information shall be published in the *CAPPONews*, if time permits.

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EXHIBIT "A"

Board of Directors Position Descriptions

The following pages are brief descriptions of the duties of each Board position. Additional duties may be assigned by the President of the Association. The duties of the Executive Business Officer have also been included as Exhibit A.

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President

Summary of Responsibilities:

Under direction of the Association's membership, administers all activities of the Association in accordance with established bylaws and Board policies; appoints committee chairpersons and monitors their activities; presides at all Board meetings and conference business sessions; represents the Association in contacts with other professional groups and the public.

Duties:

The President of the Association shall:

1. Preside at all Board meetings, conference business sessions, and other official meetings as required; and
2. Appoint chairpersons to all standing committees of the association within thirty (30) days of assuming office; monitor the activities of these committees to ensure that their responsibilities are properly fulfilled; and
3. Direct and review the work of the Executive Business Officer to ensure that assigned staff support responsibilities are being carried out properly; and
4. Appoint a conference committee and coordinate and oversee arrangements for the Annual Conference; and
5. Maintain communication with chapters and with the general membership; and
6. Provide opportunities for professional and personal growth and development of officers, directors and the general membership; and
7. Ensure that all activities of the Association are carried out following appropriate provisions of the bylaws and adopted Board policies; and
8. Represent the Association in contacts with other professional organizations and the public; and
9. In the absence of the Secretary/Treasurer, audit all invoices, requests for payment, and authorize payments as required; and
10. Acts as Board liaison for the Association's Historian; and
11. Maintain rosters of other purchasing association officers and distribute as needed to Board Members and the Executive Business Officer.

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First Vice President

Summary of Responsibilities:

Under direction of the President, serves as Chairperson of the Professional Development Committee, assists the President as requested, and serves in the absence of the President.

Duties:

The First Vice-President of the Association shall:

1. Attend all Board meetings; and
2. Serve as Chairperson of the Professional Development Committee, developing and planning seminars and other programs to encourage professional development of association members; and
3. Work with the Executive Business Officer to coordinate advertising and registration for seminars; and
4. Become familiar with the duties and responsibilities of the Presidency; and
5. Assist the President as assigned by planning committee projects, arranging for one Board meeting at the next conference site, and handling varied special projects; and
6. Arrange for the purchase and presentation of an appropriate gift and/or award for the outgoing President.

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Second Vice President

Summary of Responsibilities:

Under direction of the President, publishes the Association newsletter to maintain communication between the Board and the membership and reviews alternatives and recommends potential conference and Board meeting sites.

Duties:

The Second Vice-President of the Association shall:

1. Attend all Board meetings; and
2. Solicit items for the newsletter from Board members, chapters, committee chairpersons, retirees and others; and
3. See that items of information such as new member names and agencies, retirements or career moves, job openings (when time allows) and obituaries are printed in the CAPPONews letter; and
4. Visit potential sites for the annual conference, gathering information on meeting rooms, guest accommodation, food service, costs, etc.; and
5. Arrange for potential sites to be used for the quarterly Board meetings; recommends selection of sites for future annual conferences; and
6. Seek Board approval of Annual Conference Site Hotel Contract prior to execution of said contract.

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Secretary/Treasurer

Summary of Responsibilities:

Under direction of the President, keeps records of all Board proceedings including the annual conference and audits financial records.

Duties:

The Secretary/Treasurer of the Association shall:

1. Attend all Board meetings, record proceedings, and provide for the timely distribution of such minutes to all Board members and others as required; (proposed minutes within three weeks after meeting and one week after Board approval).
2. Audit all invoices, requests for payments, and financial records; authorizes payments as appropriate.
3. Represent the Board and Executive Business Officer during the annual audit of Association's financial records.
4. Review policies and procedures relating to the Association's administration, including record maintenance, mailing, printing, membership billing and notification, and similar matters on a regular basis; recommends improvements to increase efficiency, improve communications, and cost reduction.

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Immediate Past President

Summary of Responsibilities:

Under direction of the President, serves as the Chairperson of both the Nominating and the Membership Committees, updates the Policies and Procedures Manual; and provides guidance and assistance to the President in any matters as requested. Acts as Board liaison for the Associations Bylaws/Resolution Committee and updates the Bylaws.

Duties:

The Immediate Past President of the Association shall:

1. Attend all Board meetings; and
2. Act as Chairperson of the Nominating Committee, ensuring that an appropriate slate is presented to the membership in a timely manner; and
3. Act as Chairperson of the Membership Committee, encouraging expansion of the Association's membership and working with chapters to do the same; and
4. Review and update the Policies and Procedures Manual as needed; and
5. Provide guidance, advice, and counsel to the President and the Board on any matters affecting the Associations operations as requested; and
6. Review and update the Bylaws as needed; and
7. Serve on ad hoc committees or complete special assignments as requested by the President; and
8. Present a wood carving depicting the Conference number to the outgoing President at the Annual Conference.

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Director (North/South)

Summary of Responsibilities:

Under direction of the President, serves on the Membership or Professional Development Committee as the regional representative, serves on ad hoc committees, handles special assignments, maintains liaison with chapters, and communicates ideas from membership to the Board at Board meetings.

Duties:

The Director's both North & South of the Association shall:

1. Attend all Board meetings; and
3. Serve on the Membership Committee, under the direction of the Immediate Past president, encouraging the expansion of membership in their region.

AND/OR

Serve on the Professional Development Committee, under the direction of the First Vice President, developing and coordinating webinars, seminars and other programs for their region.

4. Maintain a liaison with local chapters, visiting their meetings and communicating information from the Board to local members; and
4. Serve on a variety of ad hoc committees as assigned by the President; and
5. Complete special assignments relating to such matters as the annual salary survey, the annual conference, professional development, policy and procedure improvement, etc. in a timely manner; and
6. Become thoroughly familiar with the bylaws, polices and general operation of the Association.

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EXHIBIT "B"

“CAPPO EXECUTIVE BUSINESS OFFICER DUTIES”

DEFINITION:

The Executive Business Officer, under general direction of the Board of Directors, performs administrative and organizational support duties as required or instructed for the effective and efficient functioning of, and furthering the objectives of the Association.

The Executive Business Officer receives guidance and direction, in a specific functional area, from that Board member or committee chairperson having ultimate responsibility for that function.

CAPPO OFFICE:

Purpose:

- Represent the Association
- Serve members, Chapter Chairs, Committees and Board members
- Manage effectively the day to day operational needs of the Association’s office
- Suggest improvements for efficiencies in the Association’s operations

COMMUNICATIONS:

The Executive Business Officer of the Association shall:

1. Respond to all incoming calls, facsimiles, and e-mails by the next business day. If not available for response, ensure that messages are taken and that communications are professionally responded to in a timely manner; and
2. Process incoming mail on a daily basis; and
3. Respond to correspondence received from the Board or individuals within one week of receipt; and
4. Ensure approved minutes are posted to the Association’s website in a timely manner; and
5. Provide current membership lists by Chapter to Chapter Chairs, as requested; and
6. Maintain communication channels and liaison with other professional association offices (i.e. NAPM, NIGP, NPI, NAEB, CASBO, CSAC, LCC, ASAE, NCMA, CSMFO, etc.); and
7. Forward important or critical communication or information to Board member(s) as appropriate; and

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8. Facilitate communications with Chapters on an as needed basis; and
9. Contact Chapter Chairs annually, and/or when a change is made to a Chapter Chair, review procedures and assure the Chairs have all appropriate materials; and
10. Attend Board and other meetings as required; and

MEMBERSHIP:

The Executive Business Officer of the Association shall:

1. Maintain and keep membership database current; and
2. Process membership applications and fees in a timely manner; and

FINANCIAL STATEMENTS:

The Executive Business Officer of the Association shall:

1. Receive and deposit all Association funds (dues, etc.) in appropriate bank account at least weekly. Process all credit card transactions to appropriate bank account at least weekly. Reconcile all accounts monthly; and
2. Prepare and send monthly year-to-date income and expense statements, balance sheet, list of checks, to all Board members at least one week prior to each Board meeting; and
3. Receive and review all invoices and expense account forms for payment weekly or on an as needed basis. Issue corresponding checks weekly or on an as needed basis as well; and
4. Mail invoice, expense accounts and checks to Secretary/Treasurer for approval weekly or as needed. Pay invoices directly for the Associations office operations; and
5. Assist the Association's President in preparing operating and conference budgets; and
6. Prepare and mail invoices for membership dues by end of January; and
7. Take aggressive action to collect delinquent membership dues by May 1st; and
8. Maintain all financial records in a Board-approved format (Quick Books, etc.); and
9. Negotiate and manage agreement for accounting services to include tax preparation, financial oversight, plus other financial services. Board approval is required for this contract; and

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10. Ensure that 1099 forms are produced and mailed by IRS deadline for seminar/conference speakers and other service providers who received payment of \$600.00 or more; and
11. In conjunction with accounting service, prepare Federal and State tax returns.
Pay any required taxes and/or fees prior to deadline; and
12. Manage all state filings for non-profit status and keep Board informed of current procedures required to protect tax-exempt status of a non-profit organization; and
13. Oversee and manage all fund investments of the Association for optimum income generation; and
14. Ensure that all proper payroll withholding requirements are generated; and
15. Act as power of attorney for the Association for all IRS transactions; and
16. Host annual audit and produce all records as requested; and
17. Sell miscellaneous items (pins, directories, lists, etc.). Account for and deposit monies as appropriate; and
18. Submit credit card charges monthly.

REFERENCE LIBRARY: (BOOKS AND TAPES)

The Executive Business Officer of the Association shall:

1. Maintain library and records; and
2. Keep an updated list of available reference material on the Associations web-site; and
3. Forward the list annually to the Technology Committee; and
4. Check out books, tapes, and manuals as requested by the membership; and
5. Insure timely return of library materials for availability for use by other members; and
6. Research and recommend (for Board approval) additional items to be included or disposed of within the reference library.

ANNUAL CONFERENCE:

The Executive Business Officer of the Association shall:

1. Perform duties at President's discretion such as registration desk, moderating sessions, etc.; and

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2. Attend Board meetings as required; and
3. Provide continuity of the Association's business office functions while attending the Annual Conference; and
4. Obtain copies of all conference material (schedule, pro-d papers, financial records and approved minutes) for filing purposes; and
5. Prepare annual reports for Board members to present during conference business sessions.

SEMINARS:

The Executive Business Officer of the Association shall:

1. Assist Professional Development Directors and Chapter chairs in the development and reviewing of seminar and webinar flyers prior to distribution; and
2. Receive and deposit all seminar fees. Report weekly (business day) to appropriate Professional Development Director or Chapter Chair on registrations received. Deposit all funds in appropriate bank account at least weekly; and
3. Maintain current list of seminar attendees; and
4. Prepare financial statements for each seminar within two weeks of completion of each seminar; and

MANAGEMENT OF THE ASSOCIATION'S BUSINESS OFFICE:

The Executive Business Officer of the Association shall:

1. Efficiently manage the Association's Business Office; and
2. Provide a summary of the Association's Business Office accomplishments, problems experienced and provide a schedule to perform contract tasks by the first Board meeting after the annual conference. Make suggestions that will help improve the Association and help it to grow; and
3. Maintain a physical business address for the association; and
4. Develop and maintain the Association's documents (by-laws, policies, etc.); and
5. Purchase and distribute stationery, forms etc. as necessary; and
6. Negotiate contracts as needed (equipment maintenance, service, etc.); and
7. Maintain the associations storage site for historical records; and

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8. Assist with special projects as requested by Board members; and
9. Provide clerical support for Secretary/Treasurer and other Board members as needed; and
10. Take minutes, as may be required, in the absence of the Secretary/Treasurer; and
11. Make sure that all equipment is working properly at all times (i.e. phone message machine, facsimile, computer, copier, etc.)

EMPLOYEE STATUS:

1. The Executive Business Officer is an employee of the Association and not a member of the Board of Directors. The Executive Business Officer shall attend the quarterly Board meetings, special Board meetings and the Annual Conference as requested; and
2. The Board will conduct an annual review and performance evaluation.

ASSOCIATION PAID EXPENSES:

1. The Association will pay phone, postage, overnight mail, office supplies, and mail box for any Association's business, as well as any other required expenses approved by the Board.
2. Travel expenses, registration and vehicle rental as required while attending the Quarterly. Board meetings and the annual conference will be reimbursed.

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EXHIBIT "C"

PROPOSED TRAVEL REIMBURSEMENT POLICY

PURPOSE:

To establish guidelines for reimbursement of Association Business required travel by members and officers at various meetings and conferences from which the Association will derive benefit through attendance.

POLICY:

In addition to the budgetary limitations established each fiscal year, the following financial travel limitations related to training, conferences, seminars and meetings are applicable and fall within the Associations President's administrative authority for authorization and administration. These limitations apply to travel costs only and do not include tuition and/or registration fees.

- A. TRAVEL:** Members of the Association who are required to travel as part of the performance of her/his official Association related duties shall be reimbursed for reasonable expenses incurred for transportation, meals and lodging. Mandatory gratuities and/or service charges are reimbursable expenses.
- B. MEALS:** Breakfast, lunch and dinner costs may be reimbursed when in association with Association-related purposes. Meals consumed while traveling to and from the Association-related business are also allowed. Room service is acceptable in lieu of eating at a restaurant. Snacks, as a meal substitute, are also allowed for reimbursement. Alcoholic beverages, in moderation, are an allowable expense. *Itemized receipts are required for meal reimbursement.*
- C. TRAVEL DEVIATIONS:** Any deviations from the general guidelines require prior approval from the Associations President.
- D. PERSONAL CHARGES:** Personal charges (i.e. personal phone calls, movie charges, spousal/guest expenses, etc.) are the responsibility of the traveler.

EXPENDITURE REIMBURSEMENT:

Reimbursement of expenses incurred shall be subject to the following:

- A. REGISTRATION:** Actual costs of conference and/or training. Receipts must be attached.
- B. COMPLETION OF A "TRAVEL EXPENSE CLAIM" FORM:**
The form shall include transportation, meals, parking, registration, lodging, registration and other qualified expenses.

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C. TRANSPORTATION (Receipts and/or documentation required):

a. Air Travel

Reimbursement for round-trip airfare to approved destinations will be paid for by the Association. Travelers must use the lowest air coach or similar tourist class fare available. Tickets should be purchased as far in advance as practical to obtain discounted rates (i.e. three weeks in advance). Receipts are required for all air transportation charges.

Ground transportation may be substituted in lieu of air travel expenses; however reimbursement will be limited to the lesser of the current mileage rate or the least expensive cost of air transportation. Total comparison expenses, including airfare quotes, parking and mileage to closest airport shall be submitted with travel reimbursement requests.

Transit to and from the airport using airport bus, shuttles or other transportation, as well as parking are allowable expenses. Taxi fare shall be approved if it is the only timely transportation available. Receipts should be obtained whenever possible for ground transportation and parking.

b. Ground Transportation

- I. **Mileage Reimbursement:** Mileage costs will be reimbursed at the current IRS approved rate at the time of expense. Gasoline, insurance, maintenance and automobile repair expenses are not allowed when claiming mileage reimbursement. MapQuest directions or equal shall be attached as backup for proof of mileage.
- II. **Rental Cars:** Rental may be an acceptable means of ground transportation upon approval by the Association President. Quotes should be obtained from at least three different rental car companies. Rental car class shall not exceed "Full Size", unless a cargo van or truck is required for moving Association related materials. Gasoline and insurance are allowable reimbursable expenses for rental vehicles. Receipts are required for rental cars and related expenses.
- III. **Parking, Bridge Fares & Toll Road Charges:** Parking, bridge fares and toll road charges are allowable reimbursable expenses. Receipts should be obtained whenever possible.
- IV. **Public Transportation:** Bus, train or other methods of public travel will be authorized for justifiable cause under special circumstances approved by the Association President when such modes are more appropriate and economical.
- V. Cancellation fees, itinerary alteration charges, and penalties incurred as a result of a change in plans may be reimbursed if there is a valid business reason for the change and if approved by the Association President. A detailed explanation must accompany any reimbursement request.

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D. LODGING:

When overnight stays are required to meet scheduled business needs, reimbursement will be allowed for expenses incurred at commercial lodging establishments. Government rates should be secured whenever possible. In addition, waiver of the Transit Occupancy Tax (TOT) should be requested. In the case of most Board Meetings, a master account will be set-up for use so that personal reimbursement is not necessary.

Allowable incidental expenses associated with overnight stays include: tips for baggage handlers, food service personnel, and housekeeping staff. Valet parking charges are allowed if it would otherwise be a hardship to self-park. Limited business related internet costs and telephone charges are also an allowable reimbursement expense. Receipts should be obtained whenever possible.

Mini bar costs, in-room movies, spa charges and most room upgrades will not be reimbursed. Itemized lodging receipts are required for room cost reimbursements.

E. DUE DATE OF “TRAVEL EXPENSE CLAIM” FORM:

Any reimbursement requests not submitted within thirty (30) days of a meeting date may not be honored and traveler shall assume all costs, unless waived and approved by the Association President.

F. REIMBURSABLE EXPENSE REPORTING:

Original receipts, whenever available, shall support all reimbursable expenses. Receipts should be stapled or taped to a sheet of paper and attached to the back of the “Travel Expense Claim” form.

In the event that it is impractical to obtain a required receipt, or if a receipt has been inadvertently destroyed or lost, the traveler should furnish a written statement to that effect, as well as an explanation of the expenditure involved.

The completed “Travel Expense Claim” form should be submitted first to the Association’s Secretary/Treasurer for review and approval. The Association President will sign the request and forward to the Association’s Executive Business Officer who will then issue a check.

G. EXCEPTIONS:

All expenses shall be subject to approval by the Association President. Excessive expenses, as determined solely by the President, may be disallowed. The Association President, on a case-by-case basis, may make exceptions to this policy. Exceptions should be requested beforehand, whenever possible.

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EXHIBIT "D"

ANNUAL AUDIT PROCEDURES

Background

Every year, the Executive Board directs members of the Association to conduct a full audit of the Association's books. This audit assures the Association's funds are properly managed. When doing the audit, the committee members should be able to easily understand all transactions and be able to trace paper trails. They should review a representative sample of records and watch for abnormal or suspicious items.

Here are the official guidelines for performing audits:

Article V, Section 5.4 of the Association Bylaws states: *The Secretary-Treasurer shall keep a record of proceedings of the Annual Conference and of all meetings of the Board of Directors. The Secretary-Treasurer shall oversee the financial accounts of the Corporation, attend all audits and present a financial report at the Annual Conference.*

Article VIII, Section 8.2 of the Association Bylaws states: *Audit Committee. This committee shall conduct an annual audit, and other audits as necessary, of the Corporation's books, making sure that good and proper accounting practices are followed to show the true financial status of the Corporation. The annual report of this committee shall be made at the final Conference business session.*

Committee

The Audit Committee shall consist of a minimum of at least two (2) regular members of the Association. The Secretary/Treasurer shall attend the annual audit as an observer and can assist with the audit if requested. When possible, the outside financial advisor/accountant shall attend the audit as an observer and can assist with audit if requested.

The audit should be done in July but will rely upon availability of Audit Committee members. The Association's fiscal year ends on the last day of February and the books for both the Association and the Annual Conference are to be closed by the end of March. Tax returns are completed by June 30th each year (Due by July 15th).

Audit Procedures

Reference: Since the General Ledger printout is a very large and lengthy document, only the accounts requested to spot check should be printed during the audit. Below is a list of the accounts to be printed in detail prior to and in preparation of the audit:

1. Balance Sheet and Profit & Loss
2. Trial Balance (Includes a beginning and ending balance with summary of transactions)
3. All Check Registers (If needed, include closed bank accounts)
4. Investments/CD's

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General

The Audit Committee shall:

1. Verify accounting transactions are properly cross-referenced to support documentation; and
2. Reconcile the final Balance Sheet for the period to the Trial Balance and bank statements; and
3. Reconcile the final Profit & Loss statement for the period to the Trial Balance by account. (See above for use of Trial Balance, instead of General Ledger); and
4. Review the Association's investments. Assure they are properly accounted for in the general ledger and on the final financial statements for the period. Verify Certificates of Deposits and any other investments were renewed in a timely fashion.

Money

The Audit Committee shall:

1. Reconcile selected checks from the operating checkbook to bank statements and the printed check register from accounting software; and
2. Verify all voided checks are properly documented; and
3. Investigate any account transfers in the bank statements and assure they are appropriately accounted for in the printed check register from the accounting software; and
4. Review revenue in printed check register and bank statements and verify bank deposits are correctly accounted for. Trace cash receipts (large and small) to deposits and to the printed check register for selected test periods.

Trial Balance

1. Review Balance Sheet and spot check balances against the Trial Balance for unusual differences. Request printout of those accounts to be reviewed.

Payments

The Audit Committee shall:

1. Examine selected payment records for:
 - reasonableness
 - original invoices matching amount paid
 - checks issued for the correct amount
 - authorization by President and Secretary/Treasurer
 - proper recording of payee, amount, and account in printed check register
2. Search for unrecorded payments.

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3. Compare expenditures with prior year totals and investigate any unusual variances.

Administrative

The Audit Committee shall:

1. Verify every speaker used by the Association has an IRS form 1099 issued to him/her. This includes speakers at the annual conference, regional seminars, and any speakers at the chapter meetings who were paid. These forms are to be sent to the IRS, the speaker, and a copy shall remain on file with the Association Business Office; and
2. Review recommendations from previous audits to determine if they have been implemented. If they have not been implemented, determine if they should be and include them in the current year's recommendations; and
3. Review the Executive Board minutes for the prior fiscal year to determine if Board decisions that have financial impacts have been implemented.

Conference

The Audit Committee shall:

Perform a mini-audit of the annual conference accounting books. Verify accounting transactions are properly cross-referenced to support documentation. Reconcile the checkbook to bank statements and other records. Review all payments for correct accounting procedures. Verify the figure(s) listed on the Income and Expense statement are correct. If the conference books are not in order, do a full audit.

Inventories

The Audit Committee shall:

1. Conduct an inventory of the equipment owned by the Association at the Association's Business Office; and
2. Conduct an inventory of reference library materials owned by the Association stored at the Association's Business Office. Include materials in the office and those checked out to members.

Audit Report

The results of each audit shall be presented in a written report. The Audit Committee Chair is responsible for preparing the report. Here's how it is done:

The following steps shall be taken by the Committee Chair when presenting the written report:

1. When the audit is complete, the Committee Chair shall write a report describing the audit tasks done and a list of recommendations. Distribute *draft* copies of the audit report (and any attachments) to the following reviewers; the Audit Committee, the President, the Immediate

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Past President, and the Executive Business Officer for their review and written suggestions.

2. Revise the report with suggestions received from the reviewers, creating the *proposed* copy. Distributed (and any attachments) to the Executive Board. The Board will review and approve the report at their next meeting.
3. Make any changes as directed by the Board, creating an *approved* version of the report.
4. Send the approved report to the Second Vice President to be published in the next issue of the CAPPONews and to the Executive Business Officer to keep on file in the Associations Business Office.
5. At the next conference, present the report verbally during the business session.

***** END OF DOCUMENT*****