

**NATIONAL ASSOCIATION OF EDUCATIONAL PROCUREMENT
FLORIDA REGION**

Article 1

Name

The name of the organization shall be known as the National Association of Educational Procurement – Florida Region (hereafter referred to as **NAEP-FL**).

Article 2

Objective

The objectives of NAEP-FL shall be to:

- a)** promote the open inter-change of information concerning the purchasing profession;
- b)** provide an arena for personal professional growth of members;
- c)** provide a channel of communication with the NAEP National Office for matters of common interest;
- d)** promote adherence to the NAEP code of ethics; and
- e)** enhance the professional level of educational purchasing in general.

Article 3

Membership

The membership shall be limited to institutions located within Florida which are members in good standing of NAEP.

Article 4

Voting

Voting membership shall be limited to member institutions in accordance with the constitution of NAEP. Each voting member institution shall be limited to one vote. Voting shall occur either by a call of votes at the Business Meeting of the Regional Conference or by an electronic voting mechanism, the latter being open for at least 30 days. Results of voting will be based on the votes received at the time the poll is closed.

Article 5

Officers

f) Officer Positions

- i)** The Officers of NAEP-FL shall consist of, at minimum, President, Vice-President, Secretary, Treasurer, and Immediate Past-President each representing a voting member institution. At the discretion of the Board of Directors, the Board may be expanded to include others such as additional Officers and Volunteers.
- ii)** The Officers shall perform duties as prescribed in these By-Laws. The Officers shall also serve as the Board of Directors of NAEP-FL.

g) Candidates for Officer

A candidate for office must be a member, in good standing.

h) Term of Office

- i)** The Officers shall serve a minimum one (1) year term. At the end of each term Officers will be elected in accordance with Article V, Section 3. Election of Officers.
- ii)** The term of office shall commence at the close of the Regional Annual Meeting during which they are elected and shall terminate at the close of the Regional Annual Meeting at the end of the then-current one (1) year term of office.
- iii)** Each officer is encouraged to ascend to the next board position, at least the First Vice-President to President annually. However, Board members may remain in the position of Secretary and/or Treasurer (after being duly elected) if in the best interests of the NAEP Florida region.

i) Election of Officers

- i)** An election of Officers shall be held at the Regional Annual Meeting.
- ii)** Voting members shall choose the incoming Officers from among a slate of nominees presented by the nominating committee and nominations made by voting members from the floor.

j) Duties of Officers

- i)** The **President** shall perform the following duties:
 - (1)** Serve as Chief Executive Officer.
 - (2)** Prepare an agenda for, and preside over, all business meetings.
 - (3)** Appoint committee chairpersons and committee members as deemed appropriate.
 - (4)** Coordinate the activities of the host committee in making arrangements for the Regional Annual Meeting.
 - (5)** Final approval of the Agenda/Program for the Regional Annual Meeting.
 - (6)** Attend the National NAEP Annual Meeting as a representative of NAEP-FL. Travel costs to the Annual Meeting will be paid by the Presidents' institution and, if possible, assistance by NAEP-FL.

- ii)** The **Vice-President** (and 2nd Vice-President and 3rd Vice-President, if appropriate) shall perform the following duties:
 - (1)** Plan, schedule, and coordinate the Agenda/Program for the Regional Annual Meeting, for approval by the President.
 - (2)** Coordinate the vendor exhibit portion of the Regional Annual Meeting.
 - (3)** Other duties as assigned by the President.

- iii)** The **Treasurer** shall perform the following duties:
 - (1)** Oversee the bank account and write all checks as authorized by the President.
 - (2)** Prepare an annual financial statement for distribution to the Officers.
 - (3)** Present a report of financial condition to the membership at the Regional Annual Meetings. The report shall include an Income Statement and Balance Sheet.
 - (4)** Other duties as assigned by the President.

iv) The **Secretary** shall perform the following duties:

- (1)** Record the minutes of all business meetings, and submit the minutes for approval at the next meeting.
- (2)** Notify the members of all meetings.
- (3)** Coordinate registration at all meetings.
- (4)** Other duties as assigned by the President.

v) Immediate Past-President: The President of NAEP-FL, at the conclusion of the term of office, shall immediately succeed to the office of Immediate Past-President. It shall be the duty of the Immediate Past-President to serve as Chairman of the Nominating Committee as well as perform such other duties as may be assigned by the Officers upon recommendation of the President.

vi) Officer Vacancies

- (1)** Should a vacancy occur in any office, the highest ranking officer shall appoint a Nominating Committee to nominate replacement.
- (2)** Until a replacement is elected, either a current officer or one of the Past-Presidents shall be chosen by a majority vote of the current Officers and Steering Committee to serve on a temporary basis.

vii) Volunteers

- (1)** May be any member or non-member of NAEP who wished to assist NAEP-FL in the planning and execution of the Regional Annual Meeting.
- (2)** May be asked to participate by any Officer to assist the Board.
- (3)** Will perform duties as assigned by the Board.
- (4)** Is not an Officer or member of the Board of Directors.

Article 6

Meetings

- a)** A Regional Annual Meeting will be held each year, whenever possible. The location and schedule of the Regional Annual Meeting shall be set by the members, upon the recommendation of the Site Selection Committee. Notice of the Regional Annual Meeting shall be sent to the membership at least ninety (90) days in advance.
- b)** Special meetings may be called at any time by the President. Notice of such meetings shall be provided to the membership at least thirty (30) days in advance.

Article 7

Steering Committee

- a)** Past Presidents of NAEP-FL shall constitute the Steering Committee.
- b)** The Steering Committee shall have general supervision over the affairs of NAEP-FL, make recommendations to the Officers, and shall perform other duties as specified in these By-Laws.
- c)** The President may request the Steering Committee to provide other services as required.

Article 8

Committees

- a) The President shall appoint a **Nominating Committee** composed of three (3) members, with the Immediate Past-President serving as Chairman, to nominate a slate of Officers.
- b) The President shall appoint a **Site Selection Committee** to recommend a site for the next year's Regional Annual Meeting. This recommendation will be presented for acceptance during the General Business Meeting.
- c) The President shall appoint a **Host Committee** to coordinate the arrangements for the Regional Annual Meeting.
- d) The President shall appoint a **Membership Committee** to initiate and conduct a continuous and vigorous membership drive. The committee shall also be responsible for preparing, updating, and distributing the Membership Directory.
- e) The President shall appoint any other committee deemed advisable for the efficient operation of NAEP-FL.

Article 9

Parliamentary Authority

The current edition of *Robert's Rules of Order, Newly Revised* shall govern NAEP-FL in all cases to which they are applicable, and to the extent that they are not in conflict with these By-Laws or any special rules of order which NAEP-FL may adopt.

Article 10

Fiscal Year

NAEP-FL's fiscal year shall be July 1 through June 30.

Article 11

Conference Reimbursements

If the Association has sufficient available funds, as determined by joint discussion of the Florida Region Board, travel costs for a Regional Board Officer or if a Board member cannot attend, the Vendor Show Coordinator, to attend the NAEP Regional, NAEP National conferences or other NAEP professional development events, may be covered by the Region.

Allowable expenses are registration fees, hotel, meals and travel and may not exceed \$1,200.. Estimated travel expenses must be approved in advance by the President and Treasurer. Reimbursement receipts must be submitted to the Treasurer and cannot exceed the estimate. The Treasurer will provide the President an accounting of the Officer's reimbursement request. Approval of reimbursements for Officers shall be made by the President. If an Officer chooses to not use Region funds for conference expenses, the unused funds may be used by those in a shared position.

Article 12

Amendment of By-Laws

These By-Laws may be amended at any regular meeting of NAEP-FL by a simple majority vote of the voting members present at the meeting.