



Bylaws of National Association of Educational Procurement - Kentucky Region

These Bylaws formulate the operational guidelines of the National Association of Educational Procurement – Kentucky Region (KNAEP) and are intended to be consistent with the Articles of Incorporation and Bylaws of the National Association of Educational Procurement (NAEP). Together with the NAEP Articles and Bylaws, these Bylaws constitute the governing documents of KNAEP.

Article I

Name

The name of the organization shall be known as the National Association of Education Procurement – Kentucky Region and shall use the abbreviation of “KNAEP”.

Article II

Objective

KNAEP is a registered chapter of NAEP, which is organized exclusively for charitable and educational purposes within the meaning of Section 501(c) (3) of the Internal Revenue Code of 1986, as amended. Within this general limitation, the specific purposes of KNAEP are to:

- 1) Provide for open interchange of information concerning the procurement profession;
- 2) Enhance the development and implementation of effective procurement management among educational institutions;
- 3) Actively encourage cooperative relationships among member institutions;
- 4) Maintain communications with NAEP;
- 5) Promote adherence to the NAEP Code of Ethics;
- 6) Provide opportunities for the personal growth of members;
- 7) Encourage and facilitate research and investigation; and
- 8) Collect and disseminate useful information.

Article III

Membership

Membership in KNAEP shall be limited to members of NAEP located within Kentucky.

Article IV

Voting

Voting membership shall be available to member and associate member institutions. Each voting member institution shall be limited to one vote. Each member institution shall name a voting delegate and an alternate. In the event that neither the voting delegate nor his/her alternate is present at a meeting where any matter is up for vote then that member institution will have no vote.

Article V Officers

Section 1. Officer Positions

The Officers of KNAEP shall consist of Immediate Past President, President, Vice President and Secretary/Treasurer and shall comprise the Board of Directors (Board). At the discretion of the Board, the Board may be expanded to include additional Officer and Volunteer positions.

Section 2. Term of Office

The Officers will serve one year in each office with the exception of Secretary/Treasurer who shall serve a three-year term. The term for each office will commence at the close of the KNAEP annual regional meeting at which they are elected and will terminate at the close of the next KNAEP annual regional meeting upon the election of a qualified successor.

Section 3. Eligibility to Serve

Any member or associate member employed within higher education that is in good standing with NAEP is eligible to serve as an officer of KNAEP. Members must have an established history with KNAEP of no less than three (3) years to be eligible to serve in the Secretary/Treasurer role.

Section 4. Election of Officers

An election of Officers will be held at the KNAEP fall regional meeting. Voting members will choose incoming officers from a slate of nominees presented by the Nominating Committee.

Section 5. Duties of Officers

- A. Immediate Past President shall perform the following duties:
 - 1) Serve as chair of the Nominating Committee; and
 - 2) Provide guidance and support to the President.
- B. President shall perform the following duties:
 - 1) Serve as the Chief Executive Officer of KNAEP;
 - 2) Give final approval of the agenda for and preside over all business meetings;
 - 3) Give final approval of the program for the annual regional meeting; and
 - 4) Oversee and delegate as needed for Host, Membership, Nominating and Program Committees
- C. Vice President shall perform the following duties:
 - 1) Perform the duties of President in his/her absence;
 - 2) Provide support to the President;
 - 3) Perform other duties as assigned by the President.
- D. Secretary/Treasurer shall perform the following duties:
 - 1) Record the minutes of all business meetings and submit for approval at the next business meeting;

- 2) Notify members of all meetings;
- 3) Coordinate registration at all meetings for members and exhibitors;
- 4) Maintain the KNAEP website
- 5) Oversee the bank account, maintaining responsibility for all funds received and disbursed for KNAEP;
- 6) Serve as chair of the Scholarship Committee;
- 7) Compile and submit all reports required by NAEP;
- 8) Prepare an annual financial statement for distribution to the members for review and approval at the annual regional meeting. This report will disclose all funds received and expended since the presentation of the previous report.
- 9) Perform other duties as assigned by the President.

Section 6. Officer Vacancies

If a vacancy occurs in any office, the highest ranking Officer shall appoint a Nominating Committee to nominate a replacement. Until a replacement is elected, either a current Officer or a past president will be chosen by majority vote of the current Officers to serve on a temporary basis.

Section 7. Removal of Officers

An Officer may be removed from office by a majority vote of the members.

Article VI Meetings

The Officers will conduct at least one business meeting in conjunction with the KNAEP fall regional meeting. In addition to the annual meeting, special meetings may be called at any time by the President. Notice of such special meetings shall be provided to the membership at least thirty days in advance of the selected date.

Article VII Committees

The following standing committees of KNAEP will be comprised of Officers or Members. The committees serve in an advising capacity and at all times are subject to the direction and control of the Board. Additional committees may be established as deemed necessary by the Board for the efficient operation of KNAEP.

The provisions of these Bylaws shall apply to the membership of all committees. Each committee should keep regular minutes of its proceedings and report to the Board on a regular basis.

Unless otherwise noted any member in good standing is eligible to serve on any committee.

- A. **Host Committee** – shall be responsible for coordinating arrangements for the regular annual meeting. The Chairperson of the Host Committee should be a member located within, or in close proximity to, the city where the regular annual meeting is to be held.
- B. **Membership Committee** – shall initiate and conduct a continuous and vigorous membership drive. The Committee is also tasked with working with NAEP National Office to prepare and update the current KNAEP Membership Listing. The Chairperson should provide an updated membership listing no less than annually to the Secretary/Treasurer for posting on the KNAEP website.
- C. **Nominating Committee** – shall be composed of an odd number of members (minimum of three), with the Immediate Past President serving as Chairperson. The Nominating Committee is tasked with recommending a slate of Officers to be voted on by the membership at the regular annual meeting. The President and Chairperson of the Nominating Committee will choose the other committee members.
- D. **Program Committee** – shall be responsible for selecting all program content for the regular annual meeting, including the keynote speakers and session presenters. The Program Committee will present an agenda to the President for final approval. Once the President has approved the agenda, the Chairperson of the Program Committee will confirm the engagement with all presenters and provide the Secretary/Treasurer with the details of the contracts.
- E. **Scholarship Committee** – shall be responsible for reviewing all application materials and choosing the recipient(s) for any scholarship(s) authorized and distributed by KNAEP. The Chairperson shall be responsible for notifying the recipient(s) and communicating the results to all applicants and the Board. The Secretary/Treasurer shall serve as Chairperson of the Scholarship Committee.

Article VIII

Reimbursement for National Board Members to attend Annual Meeting

To the extent that the Treasury allows, KNAEP may reimburse up to half the cost for any KNAEP member that is currently serving on the NAEP Board of Directors to attend the NAEP Annual Meeting during his/her term on the Board. The decision to reimburse and the amount of the reimbursement will be determined during the business meeting at the KNAEP fall meeting each year. In the event that multiple KNAEP members simultaneously serve on the NAEP Board of Directors, an amount will be allocated during the business meeting at the KNAEP fall meeting and that amount will be split evenly among the KNAEP members serving on the National Board of Directors. The reimbursement(s) will be issued to the institution once documentation of the expense(s) has been received.

Article IX

Parliamentary Authority

The current edition of *Robert's Rules of Order* shall govern KNAEP in all cases to which they are applicable and to the extent that they are not in conflict with these Bylaws or any other special rules of order which KNAEP may adopt.

Article X

Amendment of Bylaws

These Bylaws may be amended at any regular meeting of KNAEP by a simple majority vote of the voting members present at the meeting.

Article XI

Dissolution

Upon dissolution of KNAEP, all of its assets remaining after payment of all costs and expenses of such dissolution shall be turned over to NAEP Scholarship Fund.