



**BYLAWS  
OF  
GREAT PLAINS REGION OF THE  
NATIONAL ASSOCIATION OF EDUCATIONAL PROCUREMENT**

These Bylaws formulate the operational guidelines of the Great Plains Region of the National Association of Education Procurement (“NAEP-GP”) 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 NAEP-GP.

**ARTICLE I**

**Name**

The name of NAEP-GP shall be “Great Plains Region of the National Association of Educational Procurement” and shall use the abbreviations, “NAEP-GP” and “NAEP-Great Plains Region.”

**ARTICLE II**

**Purposes**

NAEP-GP 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 for which NAEP-GP is organized and operated shall be to promote professionalism, follow the code of ethics established by NAEP, and to have open communication with fellow members in order to enhance individual and group growth in the purchasing and material management profession.

**ARTICLE III**

**Members and Voting**

**Section 1. Membership Qualifications**

Membership in NAEP-GP shall be limited to those persons whose institutions are members of NAEP and are located within the states of Missouri, Iowa, Kansas, Nebraska, Minnesota, North Dakota, South Dakota and the province of Manitoba, Canada.

## **Section 2. Meetings**

Membership meetings shall be held once a year unless otherwise voted by members during a previous years business meeting. The annual meeting is held for the purpose of conducting business, educational and professional development, and exchange of mutual areas of interest. Attendance at the annual meeting is limited to officers and members of NAEP-GP, invited suppliers for select meeting events, NAEP and other invited guests.

## **Section 3. Quorum and Voting**

Voting membership shall be limited to member institutions in good standing in accordance with the constitution of NAEP. Each registered attendee (“Voting Member”) shall be limited to one vote. A majority vote of the registered attendees shall constitute a quorum for the transaction of business, and the act of the majority of the voting members present at the annual meeting at which a quorum is present shall be the act of the Executive Committee.

## **Section 4. Termination of Membership**

Any member may voluntarily terminate membership in NAEP-GP upon written notice to NAEP-GP. The Executive Committee may terminate any member’s membership in NAEP-GP for due cause including non-payment of dues. The member who is the subject of termination may appeal the Executive Committee action to the membership at the annual conference of any year.

# **ARTICLE IV**

## **Officers**

### **Section 1. Officers**

The officers of NAEP-GP shall be a President, First Vice President, Second Vice President, Secretary, Treasurer and Immediate Past President. These officers shall constitute the Executive Committee and shall perform the duties prescribed by these Bylaws and the parliamentary authority adopted by NAEP-GP. Each NAEP-GP officer shall adhere to the Bylaws and responsibilities when serving jointly with other regions. The officers of NAEP-GP shall be selected from among the members of NAEP-GP and elected by a plurality of the Voting Members present and entitled to vote, in person, at a meeting at which a quorum is present.

### **Section 2. Term of Office**

The following officers shall serve five years (one year in each office), advancing each year to the next office: Secretary, Second Vice President, First Vice President, President and Immediate Past President. Each year a new Secretary shall be elected by the membership. Voting members will choose incoming officers from a slate of nominees presented by the Nominating Committee. The election of officers shall be held during the annual meeting and any additional nominations made by the voting members from the floor.

### **Section 3. President**

The President shall be the chief executive officer. He/she shall preside over all meetings and shall appoint committee chairpersons as needed. It shall be the responsibility of the President to host the yearly meeting and to make all arrangements for the same with assistance from the board and the membership of NAEP-GP.

### **Section 4. First Vice President**

The First Vice President shall assist the President, serve as President in the event of absence, and perform other duties as may be assigned by the Executive Committee upon recommendation of the President. The First Vice President shall be responsible for coordinating all program and events associated with the annual meeting. He/she is also responsible for procuring and presenting an award of recognition to the outgoing President at the annual meeting.

### **Section 5. Second Vice President**

The Second Vice President shall organize the supplier show for the annual meeting. This will include soliciting suppliers to purchase booth space and/or sponsorships and organization of the show. The Second Vice President shall also perform such duties as may be assigned by the Executive Committee upon recommendation of the President.

### **Section 6. Secretary**

The Secretary shall record the minutes from the annual business meeting and shall submit these minutes to the President within 30 days after the Annual Meeting. The President shall submit these minutes to the Executive Committee for approval. The Secretary shall also be responsible for working with NAEP to perform changes to and maintenance of the NAEP-GP website.

### **Section 7. Treasurer**

The Treasurer shall serve a three-year term and shall be responsible for all funds received by NAEP-GP and such funds shall be disbursed by the Treasurer as authorized by the Executive Committee/President. The Executive Committee, by majority rule, may authorize certain Executive Committee members to make payments through the use of debit cards or similar bank cards controlled by the Treasurer. The Treasurer is responsible for submitting a detailed balance sheet to the current Executive Committee within 30 days after the annual meeting. The treasury account shall be located in a central location to NAEP-GP as determined by the authority of the Executive Committee. The Treasurer, with the assistance of the National NAEP office Finance & Administration personnel, shall provide NAEP with all needed information and maintain records in accordance with guidelines established by NAEP.

The annual audit of NAEP records includes all transactions of NAEP-GP and shall serve as the annual audit of NAEP-GP records.

### **Section 8. Immediate Past President**

The Immediate Past President shall serve as the NAEP-GP Membership chair. He/she will also serve as the NAEP-GP Scholarship Committee chair and is responsible for sending out the call for member applications for scholarship awards.

### **Section 9. Removal of Officers**

An officer of NAEP-GP may be removed from office for cause by a majority vote of the Executive Committee, not including the officer proposed for removal.

### **Section 10. Addition of Officers**

An individual from a member institution in good standing may be authorized by the Executive Committee for special assignment(s) and named as a Member at Large. Upon successful completion of the assignment, the individual will be released from their responsibility as Member at Large.

### **Section 11. Vacancies**

If any officer of the Executive Committee vacates his/her position during his/her tenure of office with exception of the Secretary, that position shall be filled by the next officer in line of succession, for the remainder of that term and the next full term of that office. If the position of Secretary becomes vacant, the Executive Committee will appoint a new Secretary via a call for nominations, open for 30 days. If no one is identified to fill the open position within 30 days of the effective date of the vacancy, the position will remain open till the next annual meeting, leaving two positions to be filled.

## **ARTICLE V**

### **Executive Committee**

#### **Section 1. Composition and Purpose**

The officers of NAEP-GP shall constitute the Executive Committee. The Executive Committee shall have general supervision over the affairs of NAEP-GP between its membership meetings, fix the hour and place of meetings, make recommendations to the NAEP-GP membership, and shall perform other duties as are specified in these Bylaws. The Executive Committee shall be subject to the orders of the NAEP-GP membership, and none of its acts shall conflict with the action taken by the NAEP-GP membership. The Executive Committee shall be responsible for reviewing the books annually prior to the annual meeting.

#### **Section 2. Meetings**

The Executive Committee will conduct at least one meeting in conjunction with the annual meeting and in accordance with the meeting schedule developed by the President. In addition to the annual meeting and Executive Committee meeting(s), a special meeting(s) of the Executive Committee may be called at any time by the President. Notice of such special meeting(s) of the Executive Committee shall be provided to the Executive Committee at least 10 days in advance of the special meeting. Meetings of the Executive

Committee, regular or special, may be held at such place as may be prescribed by the President or a majority of the Executive Committee. Any or all Executive Committee members may participate in a meeting of the Executive Committee by means of conference telephone or similar means of communication equipment allowing all persons participating in the meeting to hear each other at the same time. Such participation shall constitute presence in person at the meeting.

### **Section 3. Quorum and Voting**

A majority of the Executive Committee members shall constitute a quorum for the transaction of business, and the act of the majority of the Executive Committee members present at a meeting at which a quorum is present shall be the act of the Executive Committee.

### **Section 4. Action in Writing in Lieu of a Meeting**

Any action required or permitted to be taken by the Executive Committee may be taken without a meeting if all Executive Committee members consent in writing to the adoption of a resolution authorizing the action. The resolution and the written consents thereto by the Executive Committee members shall be filed with the minutes and the proceedings of the Executive Committee.

## **ARTICLE VI**

### **Salary and Remuneration**

No officer or committee member shall receive any remuneration from NAEP-GP or NAEP for their services to NAEP-GP. However, the Treasurer will reimburse officers and committee members for authorized NAEP-GP expenses when such reimbursement has been approved in advance by a vote of the Executive Committee.

## **ARTICLE VII**

### **Parliamentary Authority**

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern NAEP-GP in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order NAEP-GP may adopt.

## **ARTICLE VIII**

### **Amendments of Bylaws**

These Bylaws may be amended at any regular meeting by vote of the registered members attending.

## **ARTICLE IX**

### **Standing Committees**

#### **Section 1. Scholarship Committee**

A Scholarship Committee shall be formed as a standing committee, and chaired by the Past President of NAEP-GP or may be assigned by the Executive Committee to any individual member of an institution in good standing. The committee shall consist of three members at large who shall volunteer or be appointed by the committee chair. The Scholarship Committee shall make recommendations to the Executive Committee each year, regarding the kind of scholarships and funding available. Availability of scholarship funds will be determined by the Association's treasury. No Scholarship Committee member shall be eligible as a recipient of a scholarship during the period he/she serves on the Committee. Scholarships shall not be awarded without a majority vote of approval from the Executive Committee.

#### **Section 2. Membership Committee**

A Membership Committee shall be formed as a standing committee, and chaired by the Past President of NAEP-GP or may be assigned by the Executive Committee to any individual member of an institution in good standing. The committee shall consist of three members at large who shall volunteer or be appointed by the committee chair. The Membership Committee shall be responsible to make contact with non-member institutions, growth of membership and encourage attendance at annual meeting.

#### **Section 3. – Nominating Committee**

A Nominating Committee shall be formed as a standing committee and chaired by the current Secretary of NAEP-GP or may be assigned by the Executive Committee to any individual member of an institution in good standing. The committee shall consist of three members at large who shall volunteer or be appointed by the committee chair. The Nominating Committee shall be responsible for 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.

Effective Date: September, 2014 ; Revised October 2017