

SCAGPO

South Carolina Association of
Governmental Purchasing Officials

NIGP CHARTERED IN 1978
The Institute for
Public Procurement



Chapter Operations Manual

Revised 2025

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SCAGPO Mission

The mission of the South Carolina Association of Governmental Purchasing Officials, an affiliate chapter of the National Institute of Public Procurement, is to ethically support, develop and promote the public procurement profession through education, outreach, current technology, and the collaborative exchange of information.

SCAGPO Purpose

The purpose of the South Carolina Association of Governmental Purchasing Officials is

- to study, discuss and recommend improvements in the field of governmental purchasing;
- to provide a means for the exchange of ideas and experiences among governmental purchasing officials;
- to promote and encourage professional competence through continuing education and training of governmental purchasing officials;
- to promote and foster the professional stature of all persons engaged in governmental purchasing;
- to achieve recognition of the place of public purchasing in the government structure;
- to collect, analyze and distribute information relative to the organization and administration of governmental purchasing activities to governmental purchasing officials;
- to promote legislation that endorses efficiency in the purchasing process for all governmental units in South Carolina.

I. Purpose of Manual

The purpose of this manual is to provide the Governing Body, Committee Chairpersons, Volunteers, and Members of the South Carolina Association of Governmental Purchasing Officials (SCAGPO) with policies and procedures relative to the professional operation of the organization.

The manual shall be easily accessible to the membership. Likewise, Board Members and Committee Chairpersons shall maintain this document and have it readily available to address any questions or concerns from the membership as to the duties and or responsibilities of the Officers, Board, or Chairpersons of the Association.

The attached forms are incorporated by reference and can be modified by the Board or Committee chair(s) as needed and approved.

II. Elected Officers

Voting Board Officials have been elected by the membership to serve this Association. This high honor was bestowed on each individual because of perceived abilities, accomplishments and dedication to professionalism and the Association.

The goal for elected officers shall be to provide leadership during the term, which will enhance the Association and its members. The success of this organization depends on the commitment, performance, attendance and dedication to meetings and events.

Voting Board members shall review the organization's By-laws and present changes to the membership for review and approval.

Board Attendance

Upon election, the President-Elect shall provide a schedule to the following year's (or incoming) Board Members by December 15. This schedule shall have the date, time, and location of the year's meetings and shall be the Board's guide for the number of meetings which may be missed during that year. Meetings shall occur in-person or by other electronic media. Each voting Board member is expected to attend at least 75% of the number meetings scheduled for the year. Once a voting Board member has missed more than 25% of the meetings schedule for that year, the President and remaining Board members must review the circumstances of the absences to determine if dismissal is warranted.

MONTH	DATE	EVENT	TIME	LOCATION
January	13 th	Non Mandatory Star Chapter Training	12:00-1:00	Online
February	5 th	Board Meeting	12:00 - 1:30	Zoom
February	6 th	Board Transition Meeting	9:00 - 2:00	Midland's Tech NE
February	20-22	NIGP Leadership Summit	TBD	Chicago
March	12 th	Board Meeting	12:00 - 1:00	Zoom
March	20 th	Spring Quarterly Training	8:30 - 5:00	SC State Museum
March	25 th	Reverse Trade Show - Columbia	PENDING	PENDING
April	3 rd	Board Meeting	12:00 - 1:00	Zoom
April	19 th	Storage Unit Cleaning Day	10:00-1:00	Zoom
April	23 rd	Reverse Trade Show - Charleston	PENDING	PENDING
May	7 th	Board Meeting	12:00 - 1:00	Zoom
May	TBD	Summer Quarterly Training	8:30 - 5:00	TBD
June	4 th	Board Meeting	12:00 - 2:00	Zoom
July	July 27-30	NIGP Forum	TBD	Colorado
August	6 th	Board Meeting	12:00 - 1:00	Zoom
August	21 st	Young Professional Conference	TBD	Richland 2 District Office
September	3 rd	Board Meeting	12:00 - 1:00	Zoom
September	TBD	Fall Quarterly Training	8:30 - 5:00	TBD
October	6 th	Board Meeting	12:00 - 1:30	Zoom
November	5 th	Board Meeting	12:00 - 1:00	Zoom
November	12 th	Board Meeting	1:00-2:00	Charleston, SC
November	12 th	SCAGPO Annual Forum	TBD	Charleston, SC
November	14 th	Membership Meeting	TBD	Charleston, SC
December	TBD	SCAGPO Holiday Luncheon	TBD	TBD
December	3 rd	Board Transition Meeting	TBD	TBD

The President shall clearly define the expected length of time for each meeting on its corresponding Meeting Agenda. Board member must be present a minimum of seventy-five (75%)



SCAGPO Board Meeting
 Thursday, June 11, 2015
 3:13 pm - 3:15 pm
 Lexington Municipal Center
 Teleconference Code - 533833

Please choose the access number local to you: 803-726-9796; 864-908-3279; 843-737-7035

I. Welcome
 II. Roll Call

Attendees:
 VOTING BOARD MEMBERS

percent of actual time up to the allocated time of meeting to be counted as present.

The President shall call meetings as needed through-out the year; however, these called meetings will not be included in the meetings for the 75% required attendance by Board members.

Perfect attendance for voting Board members may be rewarded at the discretion of the President. Historically, this has been done by offering a complimentary night's stay at the host hotel the evening before commencement of SCAGPO's Annual Forum. To use this benefit, however, there must be a Board meeting scheduled on that day and the Board member must be in attendance for at least seventy-five percent (75%) of that meeting, unless specifically excused by the President to support other Forum-related needs.

Board members are also expected to attend as many training, social, and business events as possible to support the success of the President and Committee Chairperson's goals. The President, with approval by the Board may choose to provide complimentary registrations when economic circumstances are a hindrance and SCAGPO's budget will allow.

All incoming and outgoing Officers, Board of Directors and Chairpersons must participate in the board member orientation/transition meeting each year. Efforts should be made to have this meeting either in December or January immediately following the annual forum. This meeting will include a review of the Bylaws, Operational Manual, and Strategic Plan. *See Appendix E for guidance on this meeting.*

Unexpected Board Vacancies

Any elected officers whose circumstances change after election shall send an official letter to the Board resigning from his or her position.

The President may recommend for the Board's approval to remove an elected officer, if evidence shows said officer has been found to be grossly negligent in the performance of his or her duties, conducts himself or herself in a manner, which is contrary and/or harmful to the image and purpose of the Association, abuses the authority of his or her position with the Association, or otherwise becomes ineligible to hold office in accordance with the Association's By-Laws.

The President shall with the Board's approval appoint a member for the position. The member must be in good standing at the time of recommendation to the Board and must meet all qualifications required of election candidates to be appointed to the Board. Voting Board members appointed to a position shall serve the remainder of the calendar year. The Nominating Chairperson shall add that position to the next available ballot for the position to be voted on by the membership. The person elected shall serve the remainder of the affected term and the position shall be presented for election again at the regularly scheduled time. *See Nominee Criteria in the Nominations Committee Section.*

III. EXECUTIVE BOARD

A. President

The President has been selected as the Chief Executive Officer of SCAGPO. By virtue of this high honor he or she is charged with the leadership for the proper operation of the Association.

Prior to and during each President's administration he or she shall set goals and objectives to be brought forward to the Board of Directors for approval and accomplishment.

Specific duties for this office are described as follows:

1. Work closely with the Board of Directors.
2. Preside at all Board and business meetings. Those meetings are to follow the Roberts Rules of Order. The President may appoint a parliamentarian to assist in interpretation of meeting rules.
3. Appoint Chairpersons for standing committees and create ad-hoc committees as he or she determines necessary to accomplish the requirements of SCAGPO during the affected term of office, to include assistant Secretary and assistant Treasurer, if warranted. The assistant ad-hoc positions will be non-voting board members.
4. Conduct him or herself in a professional manner such that the conduct reflects positively on SCAGPO, NIGP, and Public Procurement.
5. Address all SCAGPO business to the Board including, but not limited to, that which is identified above.
6. Assist the immediate Past President, if requested, for timely and complete submission of SCAGPO's entry to NIGP for consideration of Chapter awards to meet submissions set forth by NIGP.
7. Serve as primary contact with NIGP. The President may invite the Vice President (or his designee) to attend all SCAGPO forums or training seminars. By approval of the Board, registration fees shall be waived. Represent the Association at the National NIGP forum, SCAGPO Forum, and any other professional meeting(s) determined necessary by the Board. All expenses related to travel will be reimbursed in accordance with travel regulations and upon submission of a SCAGPO Travel Expense Voucher to the Treasurer. The SCAGPO Treasurer will prepay registration, airfare, and lodging expense and may choose to prepay expenses related to ground transportation if requested. All other reimbursements will be paid in accordance with SCAGPO guidelines. The Travel Expenses Form should be submitted within forty-five (45) days after travel; and the

Treasurer shall return reimbursement within two weeks (14 calendar days) of receipt of request. The President, at the discretion of the Treasurer, may use a (SCAGPO issued) debit card or prepaid card to cover travel expenses; however, in this instance must forward all related receipts and documentation to the Treasurer within two weeks (14 calendar days) of returning from travel.

8. Make arrangements for installation of officers at the Annual Forum at which the successor and other officers and directors will be installed in accordance with the Chapter's Installation of Officers' procedure. The President may choose to delegate this duty to the Vice-President as a duty of the Program Committee. The President is responsible for buying a gavel for the incoming President which will be presented during the installation of officers.
9. Copy the Officers, Board of Directors, and Historian on all official correspondence. Information obtained by NIGP shall be passed on to the Board and to all general membership, as appropriate.
10. Work closely with the Vice President to ensure a smooth transition for his or her upcoming role as President.
11. Keep the membership informed as to the activities and progress of SCAGPO through Committee Chairpersons and Information and Publicity Committee.
12. Ensure all Officers, Board of Directors and Chairpersons receive a copy of the Bylaws and Operational Manual. This may be done at new board member orientation or committee meetings. *See Appendix E for additional guidance on this meeting.*
13. Award Certificates of Appreciation to members for reasons to include, but not limited to the following:
 - a. Service to the Association as a committee chair or committee member.
 - b. Service as an event host.
 - c. Assistance in planning, coordinating or conducting programs, seminars or other association activities.
 - d. Any service to the Association that warrants recognition from the membership.
14. Approve all contracts and checks excluding refunds of revenue. The President shall delegate signature authority to the appropriate Officer or Chairperson if warranted.



The President's role in SCAGPO is critical to the Association's success. For SCAGPO to survive, the President must provide strong leadership, continued forward progress, and the

highest degree of professionalism. A successful term of office will result in a strong SCAGPO and enthusiastic membership.

B. Vice-President

The Vice President (VP) has been elected by the membership to serve as leader and promoter of SCAGPO. This position is first (1st) in line to the President. The VP's support, dedication, commitment, and professionalism are needed for the proper operation and continued success of the Association. This period of duty as Vice President should be used as an experience toward developing and preparing to assume the duties and responsibilities of the President, in another term.

The Vice-President's specific duties include, but are not limited to the following:

1. Act in the capacity of Chief Executive Officer, in the absence of the President.
2. Represent the Association at the NIGP forum, SCAGPO Forum, and any other professional meeting(s) determined necessary by the Board. All expenses related to travel will be reimbursed in accordance with travel regulations and upon submission of a SCAGPO Travel Expense Voucher to the Treasurer. The SCAGPO Treasurer will prepay registration, airfare, and lodging expenses and may choose to prepay expenses related to ground transportation if requested. All other reimbursements will be paid in accordance with SCAGPO guidelines. The Travel Expenses Form should be submitted within forty-five (45) days after travel; and the Treasurer shall return reimbursement within two weeks (14 calendar days) of receipt of request. The President, at the discretion of the Treasurer, may use a (SCAGPO issued) debit card or prepaid card to cover travel expenses; however, in this instance must forward all related receipts and documentation to the Treasurer within two weeks (14 calendar days) of returning from travel.
3. Make arrangements upon delegation by the President, for installation of officers at the Annual Forum at which the President's successor and other officers and directors will be installed in accordance with the Chapter's Installation of Officers' procedure. The President may choose to delegate this duty to the Vice-President as a duty of the Program Committee.
4. Copy the President, Board of Directors and Historian on all official correspondence.
5. Fulfill the role as Program Committee Chairperson and develop, plan and schedule, with the concurrence of the Board of Directors, all work session activities of the annual forum in accordance with the Forum Committee Guide, included herein.

C. Treasurer

The Treasurer has been elected to serve SCAGPO in the capacity of Chief Financial Officer. This position is second (2nd) in line to the President. The Treasurer's professionalism, commitment, and dedication are necessary for the successful operation of SCAGPO.

The Treasurer with approval of the Board may have an assistant or pay a bookkeeping firm to assist in the care of responsibilities.

Important prerequisites to hold the office of the Treasurer include but are not limited to the following:

1. Basic accounting knowledge -- desirable and preferred
2. Must be organized and responsible
3. Must be proficient with numbers

The Treasurer's specific duties include, but are not limited to the following:

1. Receive all monies due SCAGPO. Ensure all monies are collected and expeditiously deposited, issue payment for all expenses of SCAGPO within fourteen (14) calendar days. The Treasurer is also responsible for the coordination/collection of delinquent seminar fees, forum fees and membership dues.
2. Keep itemized accounting of all receipts and expenditures of SCAGPO funds and report the same in a formal manner at each meeting. Provide financial information to the board of the prior period's bank statements for the Board's review at Board meetings. Financial information should be held confidential by the Board and committee chairs.
3. Obtain approval for all checks excluding refunds of revenue.
4. Copy the President, Board of Directors and Historian on all official correspondence. Because of the sensitive nature of your position all records must be maintained with utmost accuracy and care.
5. Prepare any tax forms by the specified filing date required by the Internal Revenue Service. The Treasurer shall also be responsible for assuring that SCAGPO operates within the guidelines of the IRS and to inform SCAGPO of maintaining its non-profit organization status. Taxes shall be filed electronically either by use of appropriate tax software or via a professional tax service. A copy of the notice of completion of such filing will be sent to the Finance Committee Chair and to the Historian.
6. Retain bank statements and other financial records for three (3) years, and five (5) years for

tax statements and returns.

7. Prepare an annual financial report to be submitted to NIGP.
8. A financial report must be shared with the membership at one of the membership meetings (typically annual forum) capturing the year-to-date expenses of the current board..
9. Provide actual vs. budget report at each board meeting.
10. Register with the SC Secretary of State as a “Registered Agent” for SCAGPO within two weeks (14 calendar days) of taking office.
11. Ensure that chapter insurance is renewed and remains current in accordance with NIGP’s guidelines. Validation of insurance renewal must be provided to the Board.
12. Submit any changes to the financial institution for prior approval by the Board. All Changes will be overseen by a minimum of two (2) Board members, including the President, and Vice President. President, Vice President and Treasurer shall have signature authority and access to all SCAGPO financial accounts.
13. Use his or her discretion to determine if the issuances of Debit Cards or Prepaid Cards are allowable to the President and Vice-President to use for travel, Board expenses, and committee expenses. Any use of card shall require return of corresponding receipts, invoices, and any documentation pre-determined by the Treasurer as necessary within 2 weeks (14 calendar days) or the Treasurer shall have the option to suspend or cancel the card.
14. Use his or her discretion to determine if the issuance of Prepaid Cards is allowable to Forum and Professional Development Committee Chairpersons for committee expenses. Any use of a card shall require return of corresponding receipts, invoices, and any documentation (pre-determined by the Treasurer) as necessary within 2 weeks (14 calendar days) or the Treasurer shall have the option to suspend or cancel the card.
15. Provide reimbursements to Board members, Scholarship recipients, and volunteers within 2 weeks (14 calendar days) of receipt.
16. Prepare and mail or deliver to the appropriate person all outstanding bills and check requests within 30 calendar days of receipt.
17. Reconcile all financial transactions for each month by the 28th day of each month.
18. Assist (if requested) with Association-related travel arrangements made for President, Vice-President, and Scholarship recipients to include meeting registration, air (train or bus) travel, hotel registration, and shuttle arrangements to and from the airport, train station, or bus depot.

- a. Travelers shall remain within the budget originally allocated by the Board; and shall spend no more than the current approved GSA rate for per diem.
- b. SCAGPO shall not pay for valet parking and concierge services unless they are reasonably necessary to handle Association business (Note: “Reasonableness” will be determined by the Board in the case where the Treasurer and Committee Chairperson do not agree.)
- c. If a traveler chooses to rent a car for business travel, that request should be approved by the Board and then the Association shall reimburse the traveler for the car; and shall not pay any more than the average rate for an Intermediate sized car as specified on SC State Contract at the time of travel. Mileage shall be paid at the rate determined for the State of South Carolina by the Comptroller General’s Office at the time of travel.
- d. The Treasurer may not be required to make arrangements but may need to make prepayments for speaker-related travels as necessary.

Attend the Annual Forum or be readily available to assist the Forum and Program Chairperson with last minute expenditures, as well as other Board Members and Committee Chairpersons with petty cash requirements and other expenditures accordingly.

Other Responsibilities

- Comply with all established legal requirements (local, state, federal)
- Manage all cash investments (bank and savings).
- Control cash receipts and disbursements.
- Enforce Chapter financial controls as appropriate.
- Manage Chapter budgeting/cash flow and reporting in collaboration with the Finance Committee Chair and any Board approved Firms in order to ensure Chapter financial goals are achieved.

D. Secretary

The Secretary has been elected to serve SCAGPO as the official records keeper. The Secretary’s professionalism, commitment, and dedication are necessary for the successful operation of SCAGPO.

The specific duties include, but are not limited to the following:

1. Prepare and issue agenda for Board and Member meetings in collaboration with the President at least two weeks before the meeting.
2. Record minutes of all Board and business meetings and distribute draft prior to the next meeting along with the agenda packet.
3. Maintain minutes and committee reports.
4. Copy the President, Vice President, and Historian on all official correspondence.
5. Correct minutes as specified by Board and forward to President, Historian, and Information and Publicity Chairperson.
6. Other clerical duties as requested by President.

The Secretary's dedication to the goals of the Association is essential to the successful performance of SCAGPO. Periodic reports shall be compiled for board meetings and the annual forum.

E. Database Administrator

The Database Administrator has been elected to serve SCAGPO as the keeper of Member Records. Specific duties include, but are not limited to the following:

1. Maintain all Chapter Governance documents, including the Bylaws, Operations Manual, and Strategic Plan.
2. Maintain and distribute the membership roster to Regional and Directors-at-Large and other members as requested. Membership roster will be made available for one hundred (\$100.00) dollars to non-members.
3. Invoice members for annual dues owed and updating status on the database when paid.
4. Maintain member records in Star Chapter or other digital file.
5. Collaborate with Treasurer, Membership Chairperson, Forum Chairperson, Professional Develop Committee Chairperson, and event coordinators as needed with problems arising with member registration for events due to challenges with the records system.
6. Provide reports to the Board of Directors or chairpersons as requested.
7. Confirm status of membership for registration purposes at all training sessions and annual forum.

8. Responsible for submitting the chapter membership reports to NIGP on an annual basis.
9. Review and look up each retiree for any life changing events to know whether to keep them active in the system.

F. Ex-Officio

According to Robert's Rules of order, the "Ex-officio" is a Latin term meaning "by virtue of office or position."

The President shall appoint One (1) Ex-officio member to the Executive Board from the Board of Directors. The Ex-Officio shall be responsible for the duties of his or her position and shall be included in all meetings of the Executive Board and shall have the same voting privileges of Executive Board members.

G. Executive Committee

The committee shall be composed of the President, Vice President, Treasurer, Secretary, Database Administrator and one (1) board member appointed by the President (Ex-Officio Officer).

The executive committee, at the request of the President, shall take emergency action on matters which:

- Cannot wait for a formal meeting of the board, or
- Highly sensitive in nature

Such matters may be for the purpose of discussing or deciding on legal issues, formation of contracts, disciplinary hearings, personal member issues, or other items deemed necessary and proper by the President and Executive Board. Convening the Executive Board should not be used as a way to circumvent a meeting of the full board.

All actions taken are subject to review and ratification by the full Board at the next scheduled Board meeting. These actions may be accomplished by meetings which occur in-person, by conference call, or by e-mail or other electronic media. Such actions will be reported by the President at the next scheduled board meeting.

The President will immediately notify the voting members of the board of any action taken by the Executive committee. The President shall copy the Board and Historian on all official

correspondence.

IV. BOARD OF DIRECTORS

A. Regional Directors

Regional Directors shall set goals for their positions and the organization, which will help the Executive Board to determine the direction of the Association for the next few years.

The Regional Directors represent the following regions within the State:

Region One (I): Calhoun, Fairfield, Kershaw, Lancaster, Lee, Lexington, Newberry, Richland, and Sumter

Region Two (II): Bamberg, Beaufort, Berkeley, Charleston, Colleton, Dorchester, Hampton, Jasper, and Orangeburg

Region Three (III): Abbeville, Aiken, Allendale, Barnwell, Edgefield, Greenwood, Laurens, McCormick, and Saluda

Region Four (IV): Anderson, Cherokee, Chester, Greenville, Oconee, Pickens, Spartanburg, Union, and York

Region Five (V): Chesterfield, Darlington, Dillon, Florence, Georgetown, Horry, Marion, Marlboro, Williamsburg, and Clarendon

Duties to fulfill these responsibilities are listed below.

1. Read and be knowledgeable of SCAGPO Bylaws and the Chapter Management Operational Manual. During the first (1st) board meeting at the beginning of each year of the specified term, prepare and present goals and objectives for the region aligned with the strategic plan.
2. Maintain a commitment to the Association and constituents by attending all scheduled SCAGPO Board meetings, an essential element for the successful completion of SCAGPO business matters. Present a report at each board meeting of contacts made, issues, projects, and other activities taking place in your region.
3. Be a liaison between the membership in the designated region and the Board. As the official spokesperson for the region, Regional Directors should establish a direct communications link with all the members in the area. This will allow for all direct contact by members ideas, suggestions, concerns, and comments to be brought before the Board for consideration. This

would also ensure that members are kept apprised of the Boards activities. This can be accomplished by creating an email group of all of the member's addresses in your region and continuously corresponding with them.

4. Attend SCAGPO sponsored programs and be available to the membership and encourage all members of your region to do the same.
5. Vote on issues that best serve the interest of the Association, always keeping in mind the members point of view and any input provided to you as their representative.
6. Communicate ideas from the region to the Professional Development Committee to ensure the training and educational needs of members in your respective region are properly addressed. Inform membership and potential members in the appropriate region of upcoming events.
7. Work closely with the membership committee chairperson to identify and follow-up with new members, to maintain members, and establish a regional process to recruit new members.
8. Support and carry forth goals set by the President and/or the Executive Board.
9. Regional Directors shall conduct themselves at all times in a professional manner as you represent the members and the Association in their official capacity.

B. Directors-at-Large

The Director at Large (DAL) term in office is significant to the organization. The goals set by the DAL and the organization will determine the direction the Association will take in the coming years. The Directors at Large represent a cross section of the entire membership and thus are their spokesperson. Duties to fulfill these responsibilities are listed below.

1. Read and be knowledgeable of SCAGPO Bylaws and the Chapter Management Operational Manual.
2. Maintain a commitment to the Association and its members by attending scheduled SCAGPO Board meetings.
3. Serve as liaison between the membership and the Board. Attend SCAGPO sponsored programs to have an opportunity to be available to the membership. Use electronic outlets

as a medium for communicating with membership.

4. Vote on issues that best serve the interest of the Association, always keeping in mind the members point of view and any input provided to you as their representative.
5. Assist the President, Vice President, Treasurer and the Data Base Administrator in any special projects that may arise. Serve on at least one (1) ad hoc committee established by the above officers during a two (2) year term.
6. Directors at Large are strongly encouraged to serve either as chairperson or committee member to further the mission of the Association and its members. Serve on at least one (1) Association committee during the two (2) year term.
7. Exhibit conduct at all times in a professional manner to represent the members and the Association in your official capacity.

IV. BOARD OF DIRECTORS - Appointed Positions (Committees)

A. Awards & Scholarships Committee

The previous year's recipient of the James H. Barnes Award shall serve as the chairperson of the committee. The Committee is composed of five members, including three (3) past recipients of the James H. Barnes Award and two members at large. The chairperson may appoint an assistant chairperson, with the consent of the president, to act in his/her absence. The purpose of the committee is to review the accomplishments of any SCAGPO member who has distinguished themselves in the areas of accomplishments, involvement in SCAGPO activities and promotion of professional development.

The chairperson shall make periodic reports at Board meetings and at annual forum. The committee shall meet as often as necessary to accomplish its goals. The chairperson shall copy the President, Vice President and Historian on all official correspondence.

Upon decision of award winners, the Committee shall present all nominees to the Executive Board and any other information requested to the President. The President shall select two (2) additional voting Board members to assist in the review process.

A list of all awardees for each award should be posted and maintained on the SCAGPO website.

NOTE: *Certification Award: Upon recommendation of the Certification Committee, the Awards and*

Scholarship Committee may review and present the Certification Award to the recipient.

The committee will use a pre-established formal method of application and evaluation to determine Award Winners; and shall present the following awards at the Annual Forum:

1. Professional Development Scholarship Award: *Nominees will be selected from the active membership.* Prior to the annual forum, the committee shall select from applications received, one or more qualified recipients for the Professional Development Scholarship. The proceeds raised each year by the Pre-Forum events will be used to make scholarship awards for the next year. The Chairpersons for each event are responsible for reporting totals from the events so scholarship funds can be accounted for and committed to the budget for the coming year. This report must be provided within 30 days of the completion of annual forum. If funds are available from the Reverse Trade Show(s) (RTS), the funds will be split equally each year between the Professional Development and Certification Scholarships. See the RTS section for additional details. Efforts should be made to collaborate with the Certification Committee to ensure that applicants are forwarded and considered for the appropriate scholarship.

The terms of the Professional Development Scholarship awards shall be as follows:

- a. **Maximum Scholarship Amount:** Maximum scholarship award per person per year will not exceed \$1,000.00.
- b. **Award Remittance:** The funds awarded will be paid directly to the organization or entity sponsoring the course or seminar or to the individual upon presentation of receipts for eligible expenses. The scholarship recipient must present information on course selection and appropriate signed paperwork to the Treasurer for payment or reimbursement. Scholarships must be invoiced no later than the following calendar year if the date is not provided on the Scholarship Certificate.
- c. **SCAGPO Eligibility:** Scholarship recipient must be a member in good standing for a period of not less than one (1) year at the time of the application; and may not obtain more than one SCAGPO sponsored scholarship within a two year period. A list of recipients should be posted and maintained on the SCAGPO website.
- d. **Acceptable Use:** This Scholarship may be used for Professional Development by the means of Seminars, NIGP Courses, Forums, or an accredited college or university course in the following subjects:

Management, Economics, Accounting, Personnel Management, Business Law, Public Administration, or any course in which the major content is centered on Purchasing. The amount may go towards registration fees, books and/or travel related expenses.

The scholarship must be used in the manner provided by the member on the scholarship application, unless otherwise stated on the scholarship award.

- 2. SCAGPO Professional Buyer of the Year & Professional Purchasing Manager of the Year** Nominees will be selected from the active membership. Awards: Prior to the annual forum, the committee shall select SCAGPO's "Professional Buyer & Professional Purchasing Manager of the Year". See SCAGPO Buyer or Manager of the year submission/guidelines forms on the web site. The recipients of these awards will be made by the majority vote of the Committee. These recipients shall become SCAGPO's nominees for the NIGP Procurement Specialist & Manager of the Year Awards. The chairperson of this committee is responsible for working with the incoming chairperson to submit recipients for the respective NIGP awards in the following year.

The committee will observe the following GENERAL criteria for the two (2) NIGP awards:

- a. Contributions to purchasing as demonstrated by such things as publishing articles, initiating innovative concepts, serving on special task forces or purchasing association committees.
 - b. Contributions to professional development as demonstrated by participation in purchasing related text or course development or serving as an instructor for NIGP seminars, community college classes or review seminars.
 - c. Contributions to employer as demonstrated by writing a comprehensive manual, contributions to purchasing ordinances, codes, or writing or participating in writing of special programs such as disadvantaged business or affirmative action programs or special contributions to the entity through internal or external programs or activities.
 - d. Contributions to SCAGPO or NIGP as demonstrated by service as a chapter officer or committee chair, committee activity for either SCAGPO or NIGP, or special contributions to either association through internal or external activities.
- 3. B.D. Bland Distinguished Service Award:** Nominees will be selected from the active membership. The committee shall, at its discretion, award to a member displaying distinguished service to the organization. This recipient shall be SCAGPO's nominee for NIGP's award. The chairperson of this committee is responsible for working with the incoming chairperson to submit recipients for the respective NIGP awards in the following year.

Such distinguished service may include, but need not be limited to:

- a. Serving SCAGPO or NIGP, this results in state and or national recognition that positively reflects on the purchasing profession.
- b. Providing active leadership in purchasing organizations and community organization.

- c. Contributing to education and professional development.
- d. Promoting the good name of purchasing organizations and or the purchasing profession.

4. James H. Barnes Award: Nominees will be selected from the active membership. The nomination will be based on outstanding contributions through SCAGPO toward the advancement of the public purchasing profession. The recipient of this award must be made by unanimous decision of the Committee.

It shall be to the current Board's discretion to include incentive for that year's award winners (for example, complimentary registrations for the next year's Annual Forum or training events).

5. Hall of Fame (HOF) Designation: Will honor retired members, living or deceased, who have made significant contributions to the organization and to the profession of procurement. Persons eligible for his honor must have:

- a. Been a member of SCAGPO for a minimum of fifteen (15) years who retired in good standing with the organization.
- b. Been retired from the purchasing profession for a minimum of two (2) years.
- c. Served SCAGPO in some elevated capacity (Board Member, Committee Chair, etc.)
- d. Recognized for exemplary organization or professional accomplishments (Barnes or other awards)
- e. May have held higher office with NIGP while serving as a SCAGPO member

Any deviation from the above listed eligibility requirements shall be done so by majority vote by the Board.

Upon selection of a maximum of two Hall of Fame Candidates, the Awards & Scholarships Committee (or HOF Subcommittee) must petition the Board for approval of Inductees. The President shall send a formal invitation to the Hall of Fame to approved candidates (or appropriate family member) to accept the honor and attend the Annual Forum Awards Ceremony to participate in the Induction Ceremony. At a minimum, the Awards & Scholarship Committee shall offer each candidate two (2) complimentary Forum Registrations and one (1) hotel room for a two-night stay during the annual forum. The Awards & Scholarship Committee must include these expenses in the annual budget.

Certification Committee:

The chairperson is appointed by the President and is a non-voting member of the Board of Directors. The chairperson may select an assistant chairperson, with the consent of the President, to act in his/her absence. The committee should consist of three (3) or more members.

The specific duties include but are not limited to:

1. Promote certification through the chapter newsletter.
2. Provide certification information/documentation at all seminars and annual forum.
3. Provide training information on required NIGP courses for certification.
4. Publish the names of all newly certified members in the chapter newsletter and other Chapter communications channels.
5. The Certification committee shall raise funds each year to award Certification Scholarships to members. The funds raised each year will be used for the next year's scholarship. The committee will receive applications, determine recipients, and make awards at the Annual Forum. Efforts should be made to collaborate with the Awards and Scholarship Committee to ensure the applicants are forwarded and considered for the appropriate scholarship.

The terms of the Certification scholarship awards shall be as follows:

- a. **Maximum Scholarship Amount:** Maximum scholarship award per person per year will not exceed \$1,000.00.
- b. **Award Remittance:** The funds awarded will be paid directly to the organization or entity sponsoring the course or seminar or to the individual upon presentation of receipts for eligible expenses. The scholarship recipient must present information on course selection and appropriate signed paperwork to the Treasurer for payment or reimbursement. Scholarships must be invoiced no later than the following calendar year if the date is not provided on the Scholarship Certificate.
- c. **SCAGPO Eligibility:** Scholarship recipient must be a member in good standing for a period of not less than one (1) year at the time of the application; and may not obtain more than one SCAGPO sponsored scholarship within a two-year period. A list of recipients should be posted and maintained on the SCAGPO website.
- d. **Acceptable Use:** This Scholarship may be used for Professional Development specific to certification or recertification efforts. They may be used to attend

courses, pay application fees, testing fees, and other applicable expenses.

- e. **UPPCC Eligibility:** Please visit the UPPCC's website to review [UPPCC Eligibility Requirements](#).
- f. **NIGP-CPP Eligibility:** Please visit NIGP's website to review [NIGP-CPP Eligibility](#).
- g. Certifications for other Public Procurement-Related functions (such as p-card) may be considered as well. Individuals are not permitted to register for an examination until eligibility is determined and the Authorization To Test (ATT) letter is received.

The chairperson shall make written reports at board meetings. The committee shall meet as often as necessary to accomplish its goals. The chairperson shall copy the President, Vice President and Historian on all official correspondence. Provide an annual report to the historian, to include major achievements and names of all newly certified members.

NOTE: Certification Award: Upon recommendation of the Certification Committee, the Awards and Scholarship Committee may review and present the Certification Award to the recipient.

Co-Sponsorship Committee:

The Co-sponsorship committee chairperson is appointed by the President and is a non-voting member of the Board. It is suggested that the chairperson select an assistant, with the consent of the President, to act in his/her absence. The committee should consist of not less than three (3) regular members.

The committee's primary responsibility is developing and reviewing co-sponsorship programs and marketing for SCAGPO.

The specific duties include, but are not limited to:

1. Providing sponsorship funded training or networking opportunities that will assist members and vendors in furthering their knowledge of the purchasing profession.
2. Providing a forum for exchange of information among Vendors and SCAGPO members.
3. Developing and disseminating marketing materials to members and vendors.
4. Direct "Area Specific" contributions as needed.

Examples are: donations for SCAGPO, Annual Professional Development Forum, Silent Auction, Pre-Forum activities, etc.

The chairperson shall make written reports at each board meeting and at the Annual Forum. The committee shall meet as often as necessary to accomplish its goals. The chairperson shall copy the President, Vice President and Historian on all official correspondence.

Executive Committee:

The committee shall be composed of the President, Vice President, Treasurer, Secretary, Data Base Administrator and one (1) board member appointed by the President.

The Executive Committee, at the request of the President, shall take emergency action on matters which cannot wait for a formal meeting of the board. All actions taken are subject to review and ratification by the board at the next scheduled board meeting. These actions may be accomplished by conference call, meeting or electronic media. Such actions will be reported by the President at the next scheduled board meeting.

The President will immediately notify the voting members of the board of any action taken by the executive committee. The President shall copy the Board and historian on all official correspondence.

Finance Committee:

The Chairperson is appointed by the President and is a non-voting member of the Board of Directors. The chairperson may select an assistant, with the consent of the President, to act in their absence. The committee should consist of three (3) or more members.

The goal of the committee is to provide the Board with accurate and complete fiscal information upon which to base decisions.

The specific duties include but are not limited to:

Set an annual budget in accordance with SCAGPO's Financial Guide contained in the appendices in coordination with the treasurer.

1. Complete the annual audit of SCAGPO. The audit shall be presented to the Board no later than the May board meeting of the following year. Minimum requirements include:
 - a. Reconcile cash to the monthly bank statement.
 - b. Reconcile total revenues and expenditures into the ledger.
 - c. A review of all cash adjustments and void transactions.
 - d. A review of at least twenty percent (20%) of individual revenues and expenditures

to ensure that an adequate audit trail is maintained for the hard copy files.

- e. Inspection of all SCAGPO owned property/equipment.
 - f. Assist the treasurer whenever necessary concerning financial recommendations to the Board.
2. Verify and maintain property/equipment listing of SCAGPO once (1) annually to include serial numbers and name of person in possession of those items. Property list shall be forwarded to the Historian for file purposes.

The chairperson shall make periodic reports to the Board. The committee shall meet as often as necessary to accomplish its goals. The chairperson should copy the President, Vice President and Historian on all official correspondence.

Forum Committee:

The committee chairperson is appointed by the President and is a non-voting member of the Board of Directors. The chairperson may select an assistant chairperson, with the consent of the President, to act in their absence. The committee will consist of not less than six (6) regular members.

The specific duties include but are not limited to:

1. Recommend suitable forum facilities for the annual forum.
2. Coordinate workshop-meeting rooms.
3. Distribute registration forms.
4. Arrange for committee members to be on duty at the registration desk during the forum.
5. Provide identification badges for each participant and guest.
6. Plan and coordinate refreshments during breaks.
7. Plan and coordinate meal menus for the annual forum. If an awards banquet is planned, coordinate the meal menu and head table seating arrangements with the program committee chairperson.
8. Arrange lodging for guest speakers and special guests.
9. Coordinate with the program committee chairperson to provide forum needs regarding logistics, etc.

10. Manage Pre-Forum Scholarship events (such as the Bowling, Golf tournaments, or any other events) with the assistance of Sub-committee Chairpersons.
11. SCAGPO will pay Forum lodging and registration for the President, VP/Program Chair, Treasurer, and Forum Chair as budget will allow.

The scheduling of the location should be done at least two (2) years in advance in order to obtain a place large enough to house our members and vendors. By signing a contract in advance, better rates are generally assured. It is encouraged for the search committee to consider a three-year arrangement when such would be in the best interest of the Chapter. Be sure to negotiate the most favorable terms in the event that the location needs to move or if the forum had to cancel for an unforeseen circumstance. All agreements and cancellations of the same must be approved by the Board.

The chairperson shall make written reports at board meetings. The committee shall meet as often as necessary. The chairperson shall copy the President, Vice President and Historian on all official correspondence. *See Appendix A.*

Historian:

The Historian is appointed by the President and is a non-voting member of the Board of Directors. The Historian may select an assistant, with the consent of the President, to act in their absence. The Historian may also select additional members to assist with historical duties.

The specific duties include but are not limited to:

1. Custodianship of all previous and current years records of SCAGPO, i.e., treasurer's reports, minutes of board meetings, newsletters, program information for seminars and annual forum

Disaster Recovery (DR) or data backup and recovery are crucial for protecting valuable information from loss or corruption due to various incidents, including hardware failures, cyberattacks, and even human error. It ensures business continuity, minimizes downtime, and reduces financial losses associated with data loss. Effective backup and recovery strategies also help maintain customer trust and meet regulatory compliance requirements. It is recommended that historical SCAGPO records be housed in a cloud environment with a data redundancy DR plan. The Board must approve the cloud environment and ensure that access is limited only to those needing access to the same and that ownership/management of the environment is transferable as different individuals fill this role.

2. Provide a pictorial record of SCAGPO events.
3. Maintain an annual historical record of the past year's events compiled by the end of

SCAGPO's business year.

Report to include the following:

- a. Officer and Committee Appointments
 - b. BuyWays
 - c. Committee Reports
 - d. Treasurer's Reports and Budget
 - e. Meeting Minutes
4. Collaborate with the Immediate Past President, if requested, for timely and complete submission of SCAGPO's entry to NIGP for consideration of Chapter awards to meet submissions set forth by NIGP. This information can be used to update SCAGPO Historical Overview for the term in office. This update should be distributed at the first (1st) training session of the year and also be available at the annual forum or on SCAGPO's website for reference.

SCAGPO shall provide equipment, as necessary. The Chairperson shall make written reports at board meetings. The committee shall meet as often as necessary to accomplish its goals. The Historian shall copy the President and Board of Directors on all official correspondence.

Information and Publicity Committee:

The Chairperson is appointed by the President and is a non-voting member of the Board of Directors. The chairperson may select an assistant chairperson, with the consent of the President, to act in their absence. The committee will consist of not less than four (4) regular members.

The specific duties include but are not limited to:

1. Publish and distribute BuyWays, a minimum of two (2) times per year, for distribution to the membership and other NIGP chapter Presidents.
2. Authorize all press releases pertaining to SCAGPO.
3. Forward all significant SCAGPO happenings, including officer and committee appointments, to appropriate agencies, and local newspapers for publication.
4. Forward copies of BuyWays to the Historian.
5. Approve invoices for payment of web site fees following the check request process.

6. Be responsible for maintaining the SCAGPO website in a current and professional manner.
7. Ensure that the organization makes proper and professional use of its social media outlets and that all correspondence is within the social media policy. The committee should attempt to conduct social media campaigns for all quarterly training and the Forum.
8. A Social Media subcommittee may be established to assist with social media campaigns and efforts. The subcommittee must coordinate with the Information and Publicity Committee to ensure consistent messaging occurs across all communication channels. The Chairperson of this subcommittee is appointed by the President and is a non-voting member of the Board of Directors. The chairperson may select an assistant chairperson, with the consent of the President, to act in their absence.

The chairperson shall make written reports at board meetings. The committee shall meet as often as necessary to accomplish its goals. The chairperson shall copy the President, Vice President and Historian on all official correspondence.

Legislative and Resolution Committee:

The chairperson is appointed by the President and is a non-voting member of the Board of Directors. The chairperson may select an assistant chairperson, with the consent of the President, to act in their absence.

This committee is dedicated to providing SCAGPO membership with current information about activities of the General Assembly and other political activities as they relate to procurement. The chairperson shall make periodic reports to the board and at the annual forum. If information would be beneficial to the membership, such information should be communicated through approved communication channels. The chairperson shall copy the President, Vice President and Historian on all official correspondence.

Membership Committee:

The chairperson is appointed by the President and is a non-voting member of the Board of Directors. The chairperson may select an assistant chairperson, with the consent of the President, to act in their absence.

The primary objective of the committee is to promote SCAGPO through continued effort to secure new members. This objective can be accomplished by organizing an effective recruiting program.

The specific duties include but are not limited to:

1. Provide new members with a membership packet; to include a membership certificate, membership brochure, copy of the By-Laws and welcome letter from the Membership Committee.
2. Publish new members in BUYWAYS and other communication channels as desired.
3. Distribution of materials to potential members to help familiarize them with SCAGPO.
4. Reach out to individuals or agencies that have gone inactive or let their membership expire to encourage renewal of membership and/or to receive feedback on why they no longer wish to be members. Collaboration with the Database Administrator will help identify this type of member.
5. Reach out to individuals or agencies that are members of NIGP but are not members of SCAGPO to communicate the value of dual membership.
6. A Relations Officer (RO) may be selected to assist with member outreach and notification efforts. Members should have a way to submit announcements whether joyful or regretful through the RO to be shared with the rest of the membership. The RO may also send cards or find other ways to expand this method of outreach. Efforts should be made by the RO to communicate with the member to validate and approve the notice prior to publication.

The chairperson shall make periodic reports at Board meetings. The committee shall meet as often as necessary to accomplish its goals. The chairperson shall copy the President, Vice President, and Historian on all official correspondence.

Nominating Committee:

The Committee may consist of at least three (3) active past-presidents with the immediate past-president as chairperson, if possible, and two (2) or more members at large. The chairperson may appoint an assistant chairperson, with the consent of the president, to act in his/her absence. The objective of the committee is to provide SCAGPO members with a list of nominees to fill the position of President, Vice President, Treasurer, Secretary, Data Base Administrator, Directors-at-Large and Regional Directors from the general membership.

The committee will develop this list based on the following criteria:

1. The nominee for the position of President shall be the current Vice-President, barring actions by the incumbent of that office that prohibit such a recommendation. *Note: If the current VP cannot accept a nomination for the President's position for the next year, then the Board shall recommend the five most recent Presidents as candidates to be elected by the membership for a second term as President.*

2. The nominee(s) for the position of Vice-President shall consist of SCAGPO members who meet all the requirements below.
3. The nominee(s) for the position of Treasurer shall consist of SCAGPO members who meet all the requirements as set out below. The Treasurer's term of office is two (2) years, with an annual review from the Board. In addition to the below, Nominee should have basic accounting knowledge, must be organized, and responsible. Nominee must be proficient with numbers and accounting principles.
4. The nominee(s) for the position of Database Administrator shall consist of SCAGPO members who meet all the requirements below. The Database Administrator's term of office is two (2) years, with an annual review from the Board.
5. The nominee(s) for the position of Secretary shall consist of SCAGPO members who meet all the requirements below.

Nominee Criteria:

The minimum criteria to be used in the selection of the maximum number of members nominated for President, Vice-President, Treasurer, Secretary, Database Administrator, Regional Directors and Directors-At-Large are as follows:

1. All officer nominees (President, Vice President, Treasurer, Secretary, and Database Administrator) are members of both SCAGPO and NIGP.
2. The officer nominees including the Directors-At-Large and Regional Directors must have been involved in this Association for a minimum of two (2) years. While committee service and participation in training is preferred, it is not a requirement.
3. The nominee has made a contribution to the Association in a volunteer capacity.
4. The nominee has professional procurement experience.

The Nominating Committee shall propose nominees to the Board of Directors prior to notice to all members. Written notice will be given to the Board no later than the August board meeting. All nominees selected by the Nominating Committee shall give prior consent before their names may be presented to the membership.

The Nominating Committee Chairperson shall conduct the election in its entirety. Election to any office shall be by majority of those members eligible to vote. The ballots will be distributed, collected and tabulated by the Nominating Committee Chairperson assisted by members selected by the Chairperson. Only active members in good standing will be eligible to vote. Any member assisting in the collection and tabulation of the votes cannot be a nominee.

The chairperson shall make written reports at each board meeting and at the annual forum. The committee shall meet as often as necessary to accomplish its goals. The Chairperson shall copy the President, Vice President, and Historian on all official correspondence.

Past President's Council:

The Past President's council shall consist of all past presidents that are active members of SCAGPO. They shall function in an advisory capacity and handle special projects appointed by the President or the Board. They shall sit on the Board as non-voting members. The immediate Past President shall have voting privileges.

The immediate past president will be responsible for the outgoing President's Award.

Duties: Assist the immediate Past President, if requested, for timely and complete submission of the SCAGPO's entry to NIGP for consideration of awards by the end of February or in compliance with deadlines as established by NIGP.

Professional Development Committee:

The Committee shall plan, establish and coordinate educational programs (Quarterly Trainings), to be held at least three (3) times per year, to further the knowledge, expertise, and professionalism of the membership. The committee shall meet at least three (3) times per year, but may meet more often to accomplish its goals. The committee chairperson is appointed by the President and is a non-voting member of the Board of Directors. The chairperson may appoint an assistant chairperson, with the consent of the President, to act in his/her absence. The committee shall comprise a minimum of seven (7) members.

One (1) of the purposes of SCAGPO is to promote professionalism in public purchasing through continued education. Therefore, the committee is responsible for the following:

1. Attendance at Professional Development Committee meetings. Committee meetings are held at least three (3) times per year and are scheduled by the chairperson.
2. Administer at least one (1) seminar, webinar, lunch and learn, or other educational offering during the calendar year. This includes, but is not limited to, registration of participants, assisting with speakers, monitoring catering services, and obtaining speakers. (The Treasurer is responsible for coordination and/or collection of seminar fees.)
3. Plan, develop and schedule all Procurement Month activities
4. Act as liaison between SCAGPO and NIGP to provide continuing educational opportunities for members.

5. Schedule and coordinate the offering of seminars including fees, dates and locations to the members.
6. Provide all participants who successfully complete a seminar with a means to track certification points.
7. Develop a yearly seminar fee schedule for Board approval.
8. Be knowledgeable of other purchasing and management related training opportunities that may enhance professional development.
9. Training schedules and offerings shall be posted on the SCAGPO web site.

The chairperson shall make periodic reports at Board meetings. The committee shall meet as often as necessary to accomplish its goals. The chairperson shall copy the President, Vice President, and Historian on all official correspondence.

Program Committee:

The Vice President shall be program committee chairperson. The chairperson may select an assistant chairperson, with the consent of the President, to act in their absence. The committee will consist of not less than six (6) regular members.

The specific duties include but are not limited to:

1. Plan, develop, schedule and coordinate the informational and educational programs for the annual forum.
2. Plan, coordinate and arrange for guest speakers and entertainment, audio visual aids, and panels for the forum in cooperation with the forum chairperson.
3. Advertise and promote the educational programs offered at the forum.
4. Submit applications to NIGP, Institute for Supply Management (formerly NAPM), and any other certification body as applicable for obtaining certification points prior to the annual forum and providing the necessary documentation to members to track certification points during the forum.
5. Develop and provide workshop agenda, general information including session descriptions and banquet programs for the forum.
6. Plan and conduct a social event and/or reception at the annual forum.
7. For Members of SCAGPO that are working or speaking at the annual forum, the

chairperson may pay for one (1) night or registration, anything else must be approved by the board.

The chairperson shall make written reports at board meetings. The committee shall meet as often as necessary to accomplish its goals. The chairperson shall copy the President, Vice President, and Historian on all official correspondence.

V. SPECIAL CONSIDERATIONS

A. Charitable Projects

SCAGPO Leadership is encouraged to lead the organization in Charitable Project(s) each year. Such projects are left to the discretion of the President and the Board.

B. Reverse Trade Show

The President may choose to appoint a volunteer to coordinate a Reverse Trade Show (RTS) project. Proceeds from the Reverse Trade Show can shall be used to assist SCAGPO Members who are receiving special recognition or has special participation in NIGP Events (Such as Annual Forum, SparkX, Leadership Symposium, or other meetings). In previous years, the Chapter has assisted SCAGPO members who held positions with NIGP Leadership to attend special meetings. Up to \$5,000 of the proceeds from the RTS shall be set aside for that purpose and to provide up to \$1,000.00 each instance for members who are presenting, receiving special honors, or other recognition or service. RTS Scholarship recipients must be a member in good standing for a period of not less than one (1) year at the time of the request; and may not obtain more than one SCAGPO sponsored scholarship within a two-year period. A list of recipients should be posted and maintained on the SCAGPO website. All requests for these expenditures must be made directly to the Board for approval.

If funds remain following NIGP's annual forum, the amount should be split equally between the Professional Development and Certification Scholarship programs to be awarded and distributed in accordance with their respective guidelines noted herein.

Appendix

Appendix A - Forum Committee Guide

Appendix B - Professional Development Guide

Appendix C - Hall of Fame Script

Appendix D - Installation of NIGP Chapter Officers Sample Scripts

Appendix E - Sample Orientation/Transition Meeting Agenda

Appendix F - Program Committee Guide

Appendix

A

Forum Committee Guide

The Forum Committee will consist of a minimum of six (6) members. The committee shall meet as often as necessary.

The annual forum location will be selected by the forum committee and approved by the board. The location must be large enough to house a trade show, small meeting rooms and large banquet room. It takes a minimum of fourteen-thousand six-hundred twenty (14,620) sq. feet for the trade show area and five-thousand (5,000) sq. feet for the banquet. The average number of attendees at the fall forum is approximately four-hundred fifty (450) (this includes members, vendors, speakers and guests).

The scheduling of the location should be done at least two (2) years in advance in order to obtain a place large enough to house our members and vendors. By signing a contract in advance better rates are generally assured. It is encouraged for the search committee to consider a three year arrangement when such would be in the best interest of the Chapter. Be sure to negotiate the most favorable terms in the event that the location needs to move or if the forum had to cancel for an unforeseen circumstance. All agreements and cancellations of the same must be approved by the Board.

Responsibility of the forum committee:

1. Keep all members informed about the annual forum as to date, time and place, to include articles for BuyWays and the website.
2. Provide forum material to vendors and members. The first correspondence should be provided not later than April 1st.
3. Coordinate all hotel arrangements. This includes function space, food, parking and special arrangements, rooms etc. One (1) meeting planner should be appointed from the committee to work with the hotel for the duration of the Forum as a contact person. Collaborative efforts must occur between the Forum and Program Chairs to account for any rooms that should be added to SCAGPO's hotel room master list.

When complimentary upgrades or "benefits" are negotiated as a part of the hotel agreement such as room upgrades, complimentary rooms/suites, etc., the Chair should report how those benefits are utilized each year in their year-end report.

4. Membership Registration
5. Vendor Registration
6. Security needed for the trade show area.

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7. Prepare membership gift bags with all materials to be given out at registration.
8. Special decorations for the awards banquet and place cards used at the head table if applicable.
9. Collaborate with the Awards and Scholarship Committee for any banners that might be necessary for Hall of Fame or other awardees as appropriate.
10. Purchase member gifts to be given away during the forum and vendor reception.

The program committee chairperson should work closely with this committee because they provide all the information on meeting room space and times that must be coordinated with the hotel, arrange for video, microphones, etc. that are needed for all workshops.

The forum committee may arrange for accommodations of all outside speakers and guest, including hotel, travel, and media.

Attendance at this forum is open to all members of SCAGPO.

The Forum Committee chairperson shall approve waiver of fees.

The fee is set by the Forum Committee and approved by the board.

The Treasurer receives all monies and registration forms. All registration forms are forwarded to the forum chairperson.

Appendix

B

PROFESSIONAL DEVELOPMENT GUIDE

The Professional Development Committee is charged with the responsibility of planning, establishing and determining regular fees for efficient quality professional educational programs at least three (3) times per year. Such educational programs are to further the knowledge, expertise and professionalism of the SCAGPO membership.

Each incoming SCAGPO President appoints the Committee chair for one (1) year. The President also approves the members.

All expenses, including location, speaker, printing, and caterer/refreshments are part of the budget of the committee.

The three (3) Quarterly Training programs are called Spring, Summer and Fall. The Spring program is generally held one (1) day during the months of January - March. Lately, March has been selected to coincide with Procurement Month activities. May is usually the month for summer training. April conflicts with school spring breaks and June is the end of the fiscal year. September is favored for the fall program since August is a vacation and back to school period that would compete for attendance. October is too close to the annual forum and would result in some agencies rejecting requests to attend both events.

The programs require advance planning for speakers and locations. In the past, the spring program location has been selected and reserved in September, booking two (2) tentative dates. Dates can also be booked tentatively for the summer. Location should be chosen based on reasonable price, central location and ample parking space. Outside catering should also be allowed.

Once (1) you have established the dates and locations, you can start booking speakers. (It is easier to obtain speakers when you allow several months between the date you booked the speaker, and the actual date of the program.) Experience has shown that speakers should be selected a minimum of three (3) months prior to the program.

Reviewing the past evaluations will allow the committee insight into the type of format the members prefer. There has been a trend to not want one (1) speaker for the entire day. The ideal agenda will have a minimum of two (2) speakers, one (1) in the morning and another in the afternoon. Select the more technical speaker for the morning session, and a lighter topic for the afternoon (review evaluation forms.)

The Professional Development committee shall submit and publish an article for BuyWays. The release date will allow a two (2) month notice of the event. The article will include a highlight of the speakers' bios, agenda, and registration form. A registration deadline of at least two (2) weeks prior to the program will allow you a

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chance to give the caterer a projected headcount. The treasurer will provide registration information.

The Professional Development committee may provide refreshments and optional lunch (budget permitting) for quarterly trainings; it will be the committee's decision how these arrangements will be provided.

The following is a suggested timetable and delegation of responsibilities.

Five (5) Months Prior to Program:

- Location and date selection
- Review of speakers and topics
- Selection of speakers
- Progress report to Board

Three (3) Months Prior:

- Decision - caterer or committee, including selection of menu (confirm whether food and outside caterers are allowed) confirm if preparation area is available, including whether they provide coffee urns.

Two (2) Months Prior:

- Prepare and submit article for publication (BuyWays or website)
- Progress report to Board
- Contact speakers to determine what they will need (easel pads, pens, microphone podium, etc.)
- Contact the program site to see what equipment they will provide and associated charges (microphone, podium, etc.)
- Obtain handouts from speaker for printing and posting to SCAGPO website

One (1) Month Prior:

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- Purchase supplies, badges, etc.
- Prepare and copy agenda and evaluation forms
- Delegate program responsibilities - set up, registration desk, master of ceremonies, greeters, distribution and collection of forms, refreshments, cleanup
- Inform program site of the caterer's name and time of arrival also determine the type of seating setup, if applicable request table and chair for speaker, four (4) chairs and two (2) tables with skirts for registration, tables with skirts for refreshments
- Follow-up with speakers

Two (2) Weeks Prior:

- Contact treasurer for registration count
- Contact caterer with projected attendance
- Progress report and speakers bios to president for welcome and introduction

Day of Program:

- Set up speakers table, SCAGPO flag, registration tables and refreshments (attendees arrive as early as 7:30 am)
- Registration table includes: name badges, sign-in sheets (a-f, f-m, etc.) for morning and afternoon sessions and NIGP material. welcome speakers and present their name badges
- Distribute evaluation and certificate forms after 2:00 pm, collect evaluation forms
- Clean-up

Appendix

C

Hall of Fame Script

As part of their stated goal for 2014, the Board under the leadership of SCAGPO President, Steve Pullie voted to create a Hall of Fame. This Hall of Fame was established to honor retired members, living or deceased, who made significant contributions to the organization and to the profession of procurement.

Persons eligible for his honor must have:

1. Been a member of SCAGPO for a minimum of fifteen (15) years who retired in good standing with the organization.
2. Been retired from the purchasing profession for a minimum of five (5) years.
3. Served SCAGPO in some elevated capacity (Board Member, Committee Chair, etc.)
4. Recognized for exemplary organization or professional accomplishments (Barnes or other awards)
5. May have held higher office with NIGP while serving as a SCAGPO member

It is certainly an honor to be considered for this award as the bar is set very high for inclusion.

This year's honoree(s)...

Note: script may be modified to end with a brief discussion regarding the candidate(s) to be honored.

Appendix

D

Installation of NIGP Chapter Officers Sample Scripts

Example One - For All Board Members

When newly elected officers of NIGP chapters are installed at a chapter meeting, the NIGP National office or Board representative should use the following script:

(The installing dignitary now takes the rostrum and says :)

I now have the privilege and honor of installing those officers who have been elected to serve and represent the (Chapter Name) and you during the coming year. "In accordance with the Bylaws of the (Chapter Name) the membership of the (Chapter name) have elected the following officers to serve for the year _____, to take office (date) January 1, year. As I call your name, please come forward and stand to my _____ facing the members and guests. Please withhold your applause until they have been sworn in.

Please remain standing until the conclusion of the installation:

Elected to the office of Treasurer: (name)

Elected to the office of Secretary: (name)

Elected to the office of Vice President: (name)

Elected to the office of President: (name)

"Chapter officers-elect, each of you has been elected to a position of trust and confidence by the membership of the (Chapter name) of the National Institute of Governmental Purchasing, Inc. I ask each of you to hereby swear and affirm that during your term of office, you will do your utmost to further the aims and objectives of the National institute and this NIGP Chapter affiliate as well as the professionalism of the procurement profession. "Further, that to the best of your ability, you will provide guidance, counsel, and leadership to the (Chapter name). That you will uphold and abide by the Chapter's Bylaws as currently constituted or hereinafter changed by the Board of Directors.

"Do you, and each of you, now solemnly swear or affirm to discharge faithfully and to the best of your ability, the duties of the office to which you have been elected, without fear or favor, so long as you shall hold that office?"

(Each answers: "I do so swear or affirm.")

"I declare you to be formally installed to take the office January 1, year. Please be seated."

Appendix

D

Installation of NIGP Chapter Officers Sample Scripts

Example Two For All Board Members, Excluding President

(Call up names, Except President)

Will you face me? I have before me (name and office)

Your chapter members have duly elected you to your respective offices. Do you promise to uphold the responsibilities of your office and work toward the betterment of this Chapter in accordance with the objectives, Code of Ethics, and the Bylaws of NIGP and the (name of Chapter)?

Will you now face the audience? Members

stand-up (not guests or spouses)

Do you promise that you will support your newly elected officers, and assist them in any way you can? If so, signify by saying "I do"

Will you please be seated?

On behalf of the NIGP Board of Directors and Officers, I hereby install you as the new officers of (name of Chapter) for (year).

Appendix

D

Installation of NIGP Chapter Officers Sample Scripts

Example Two - Office of President Only

President-elect _____, yours is perhaps the office that carries the greatest responsibility and the greatest opportunity to be of service.

You shall be expected to represent the chapter on many and varied occasions. You must always remember to speak, not as an individual, but as President of a respected and important organization in your community.

Members will look to you for inspiration. You will be obligated to preserve peace and harmony among the membership. You will preside over all meetings, devoting whatever time is necessary to prepare an agenda. You are expected to conduct each meeting in an orderly and business-like manner. You should ensure that all courtesies are extended to the chapter's guests and speakers. It is your responsibility to make sure that your committees are continuously alerted and aware of their responsibilities. You must receive and pass on information concerning Chapter, regional and National programs, projects, goals and objectives to the membership. You should ensure that all correspondence is handled promptly and correctly. It is your responsibility to call and hold Executive or Board meetings with regularity in order to determine your organization's policies and programs. In general, you will do all things within the framework of your capabilities to put to good and constructive use, all things that will benefit your organization and the National Institute.

Yes, this office requires ability and energy, but the rewards are great. With confidence, I ask you to accept the responsibilities of the office of President.

Do you accept that responsibility?

On behalf of the NIGP Board of Directors and Officers, I hereby install you as the (name of Chapter) President for (year).

Appendix

E

Sample Orientation / Transition Meeting Agenda

All incoming and outgoing Officers, Board of Directors and Chairpersons must participate in the board member orientation/transition meeting each year. Efforts should be made to have this meeting either in December or January immediately following the annual forum. This meeting will include a review of the Bylaws, Operational Manual, and strategic plan.

The goal of this meeting is to ensure understanding and clarity of expectations for each position, and to ensure a smooth transition occurs between incoming/outgoing positions. The incoming President should be prepared to provide insight into their goals, special projects, or initiatives for the year at this meeting as well.

Sample Agenda:

- I. Swearing in of new Officers (for those not in attendance at annual forum)
- II. II. Overview of Roberts Rules of Order Processes
- III. Board Meeting Expectations & Calendar Review
- IV. How to Complete Check Requests
- V. How to Submit Budget Requests
- VI. Facilitated Brainstorming and Knowledge Transfer about duties of the various offices and committees
 - A. Ops Manual (highlighting duties noted)
 - B. Strategic Plan (capturing ways to execute during the next year)
- VII. Wrap Up

Note: Depending on timing, other board business may be conducted at this meeting that could involve voting to accept the Provisional Budget Report and voting for funds for the Vice President to attend Chapter Academy along with the President.

Appendix

F

Program Committee Guide

The Program Committee will consist of a minimum of six (6) members. The committee shall meet as often as necessary.

With the Vice President leading as the Program Committee Chairperson, the committee is responsible for developing, planning and scheduling, with the concurrence of the Board of Directors, all work session activities of the annual forum in accordance with the Forum Committee Guide, included herein.

The Program Committee Chairperson should work closely with the Forum Committee because they provide all the information on meeting room space and times that must be coordinated with the hotel, arrange for video, microphones, etc. that are needed for all workshops. The forum committee may arrange for accommodations of all outside speakers and guest, including hotel, travel, and media as well.

The Program Committee Chairperson should also collaborate with the Awards & Scholarship Committee Chairperson to determine if the Awards Ceremony will be a part of the forum program as a general session or as an evening banquet so appropriate plans can be made to invite and honor awardees and/or their guests. It will also be important to capture the agenda for the ceremony and information for the program booklet.

Responsibility of the program committee include but are not limited to:

1. Plan, develop, schedule and coordinate the informational and educational programs for the annual forum.
2. Plan, coordinate and arrange for guest speakers and entertainment, audio visual aids, and panels for the forum in cooperation with the forum chairperson.
 - a. Ensure that contracts are negotiated in compliance with any guidelines noted herein to include travel arrangements as appropriate.
3. Advertise and promote the educational programs offered at the forum.
4. Submit applications to NIGP, and Institute for Supply Management (formerly NAPM), and any other certification body as applicable for obtaining certification points prior to the annual forum and providing the necessary documentation to members to track certification points during the forum.
5. Develop and provide workshop agenda, general information including session descriptions and awards ceremony programs for the forum.

Appendix

6. Create a Program Booklet that captures the agenda, speaker bios, and messages from the President, Vice President, and the Forum Committee Chairperson. The booklet should also include the following but is not limited to:
 - a. Recognize those achieving certifications throughout the year
 - b. Recognize those serving in volunteer capacities for the Chapter such as on the Board and the various committees. Every effort should be made to verify accuracy of this information with each of the committee chairpersons to ensure members are acknowledged for their contributions.
 - c. Work with the Relations Officer and Database Administrator to also capture an "In Memoriam" section where those members of SCAGPO that have passed away since the last forum can be honored.
 - d. Provide a list of past presidents in appreciation for their service.
 - e. Recognize all Hall of Fame inductees. The incoming Hall of Fame inductee(s) should receive a full-page recognition in the booklet.
 - f. Other corporate sponsorships should be represented in accordance with the Sponsorship Opportunity Guide and the size notations therein.
7. Secure sponsorship(s) to cover the expenses of printing the program booklet when possible (paper and printing).
8. Plan and conduct a social event and/or reception at the annual forum.
9. For Members of SCAGPO that are working or speaking at the annual forum, the chairperson may pay for one (1) night or registration, anything else must be approved by the board.
10. Provide speaker gifts as a token of appreciation for those presenting at forum. Because speakers are often State employees, such gifts should be in compliance with the State's policy on gift acceptance and honorariums.
11. Make arrangements upon delegation by the President, for installation of officers at the Annual Forum at which the President's successor and other officers and directors will be installed in accordance with the Chapter's Installation of Officers' procedure. The President may choose to delegate this duty to the Vice-President as a duty of the Program Committee.