SCAGPO

South Carolina Association of Governmental Purchasing Officials

CHARTERED IN 1978

NIGP The Institute for Public Procurement

Chapter Bylaws

Revised 2025

Revised November 2025

ARTICLE 1 - NAME

Section 1

The body promulgating these Bylaws, Rules and Regulations shall be known as the "South Carolina Association of Governmental Purchasing Officials." hereinafter referred to as SCAGPO.

Section 2

SCAGPO is an affiliate Chapter of NIGP: The Institute for Public Procurement, accepted and approved, and subject to all Rules and Regulations promulgated by the Board of Directors NIGP. SCAGPO is governed by its Bylaws and operates in accordance with the Chapter Management Operational Manual.

ARTICLE II - PURPOSES

Section 1

The purposes of the South Carolina Association of Governmental Purchasing Officials are:

A. to study, discuss and recommend improvements in the field of governmental purchasing;
B. to provide a means for the exchange of ideas and experiences among governmental purchasing officials;
C. to promote and encourage professional development and competence through continuing education and training of governmental purchasing officials;
D. to promote and foster the professional stature of all persons engaged in governmental purchasing;
E. to achieve recognition of the place of public purchasing in the governmental structure;
F. to collect, analyze and distribute information relative to the organization and administration of governmental purchasing activities to governmental purchasing officials;
G. to promote legislation, consistent with the limitations of Internal Revenue Code § 501(c)(6) tax-exempt that will endorse efficiency in the purchasing process for all governmental units in South Carolina;

H. to promote the interchange of ideas and experiences within the purchasing professions;

I. to encourage purchasing research and investigation; and to sponsor such other activities as may be useful in providing its members with knowledge for efficient procurement; and

J. to strive to advance the purchasing profession by all legitimate means.

In order to accomplish the foregoing charitable and educational purposes, and for no other purpose or purposes, SCAGPO shall also have all of the powers granted to nonprofit corporations/associations by applicable state law; provided, however, that SCAGPO shall not, except to an insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of the primary purposes of SCAGPO or consistent with Internal Revenue Code § 501(c)(6) tax-exempt status.

ARTICLE III - MEMBERSHIP

Section 1

The membership of SCAGPO shall be limited to persons who are employed by a State, County, City, Town, Municipality, School District, or other Governmental Agency or Subdivision unless otherwise approved for membership by a majority vote of the Board of Directors.

Section 2

A. Membership in SCAGPO shall be granted by application, criteria outlined in the application and with payment of prescribed dues.
B. Associate and Honorary memberships require a majority vote of the Board of Directors.

Section 3

For privilege of voting for election of Officers, or on any other matter, the member must be in good standing.

Section 4

The membership shall be made of five classifications of members:

A. Regular Members: (Voting Privileges)

Regular membership in SCAGPO shall be restricted to eligible persons who are actively engaged in governmental purchasing activities of any State, County,

City, Town, Municipality, School District, or other Governmental Agency or Subdivision.

B. Lifetime Members: (Voting Privileges)

Lifetime membership may be conferred upon active members of this chapter upon their retirement and upon written request for such membership to the President for presentation to the Board of Directors. Lifetime members shall be entitled to hold office. Lifetime membership designation will be recognized by receipt of a certificate so stating. Lifetime members are not assessed membership dues, or forum and training fees.

Lifetime Membership Criteria:

a. Those who are retired from full time capacity and not on the TERI Plan, and
b. Those who have had SCAGPO membership for at least fifteen (15) years, and
c. Age fifty (50) or over

C. Honorary Members: (Non-Voting Privileges)

Honorary Membership may be bestowed upon individuals who have made distinguished contributions to the purchasing profession, or to this chapter, upon recommendation and majority vote by the Board of Directors.

D. Agency Members: (Voting Privileges)

Membership shall be in the name of any State, County, City, Town, Municipality, School District, or other Governmental Agency or Subdivision, which is actively engaged in governmental purchasing activities. The number of persons included in a basic agency membership shall be limited to fifteen (15). All persons over the basic membership shall be assessed at one-half the regular member rate. Agency members shall be considered regular members. The agency shall submit and maintain the agency membership listing and submit one payment for all members. Any changes to the listing must be made in writing to the Database Administrator. New members added to the agency listing must submit a new member application.

E. Associate Members: (Non-Voting)

a. Any membership not defined above requires majority vote of the Board of Directors.

b. Individuals are also eligible to be considered for an associate non-voting membership if they are a STUDENT who is pursuing an undergraduate or graduate curriculum in public or business administration, public purchasing or materials management related fields of study.

   Persons enrolled full-time in an accredited community college or accredited college or university and actively pursuing an under-graduate or postgraduate degree in business or public administration, public purchasing or materials management related fields shall be classified as a "Student Member." Full-time enrollment shall be defined as twelve (12) or more credit hours for undergraduate students and six (6) or more hours for graduate students. Student members must be unemployed or employed on a part-time basis consisting of less than twenty-one hours per week.

c. Individuals are also eligible to be considered for an associate non-voting membership if they are a faculty member actively instructing an undergraduate or graduate curriculum in public or business administration, public purchasing or materials management related fields and shall be classified as a "Faculty Member". Membership privileges are limited to the respective category descriptions above.

   Individuals that are appointed as teachers, research specialists, department heads, directors, or deans of a college, university, or other academic institution with an educational responsibility in business or public administration, public purchasing or materials management related fields shall be classified as a "Faculty Member."

d. Student Members and Faculty Members may submit a request to the Membership Chair for approval by the Professional Development Committee Chair to attend a Quarterly Training at a reduced cost.

e. Requests by Student or Faculty Members to the Membership Chair to attend the Annual Forum at no cost, are subject to approval by the Chairs of the Program and Conference Committees, and if funds will allow. Attendance may be granted for a single day of the Forum, or for the entire event. This request will not include any travel, meals, lodging, or other expenses incurred by the student or faculty.

f. Transitional Membership: An Individual Member covered under an agency paid membership who becomes unemployed has the option of establishing a complimentary, non-voting six-month individual membership to allow continuation of non-fee based member benefits while seeking employment. Such non-voting benefits are limited to opportunities for training, networking

and access to the member directory and career opportunity postings. Potential Transitional Members must submit, upon separation from their agency, a request to the Membership Chair or member of the Board for approval of this membership. Full membership privileges are available as a paid Individual Member.

ARTICLE IV - BOARD OF DIRECTORS

Section 1

SCAGPO shall elect Officers, Regional Directors and Directors-At-Large by Board approved methods. Results will be announced at the Annual Forum. Their election must be by a majority of those members voting and their terms of office shall commence on the first (1st) day of January following the meeting at which they are elected. No officer or director of SCAGPO shall be compensated for his or her services.

No one (1) person shall hold two (2) voting board positions concurrently.

Section 2

Only members in good standing shall be eligible to vote and hold office.

Section 3

Elected Officers shall be President, Vice President, Treasurer, Secretary, and Data Base Administrator. Only members in good standing, and an agency or individual member of NIGP: The Institute for Public Procurement, shall be eligible to hold these offices.

Section 4

The President shall perform all duties normally assigned to the President by associations of this type. He/She shall preside at all meetings when present and shall direct the work of any contract employee(s) of SCAGPO. The term of office shall be one (1) year.

Section 5

The Vice President shall perform all duties of the President in the event of his or her absence, and shall be responsible for planning and scheduling the program at the annual forum. The term of office shall be one (1) year. The Vice President will rise to President upon majority vote of the members at the annual forum.

Section 6

The Treasurer shall receive all money due SCAGPO, pay all legitimate bills, keep an itemized account of all receipts and disbursements and present a financial report at each meeting. The term of office shall be two (2) years. The treasurer shall be third (3rd) in line for the Presidency.

Section 7

The Secretary shall keep minutes of all meetings. Minutes shall be submitted for approval at the next regular meeting. The term of office shall be one (1) year.

Section 8

The Data Base Administrator shall keep an updated membership roster of all members of SCAGPO, invoice all members in a timely manner, provide labels to chairpersons for mailings, provide reports upon request, and provide forum committee with support for the annual forum. The term of office shall be two (2) years.

Section 9

Five (5) Regional Directors and five (5) Directors-At-Large shall be elected by the membership to serve two (2) year terms, to be voted upon in alternating years.

Section 10

The immediate Past President shall represent the Past President's Council on the Board and be a voting member of the Board. Members of the Past President's Council in good standing shall serve as non-voting members of the Board of Directors.

Section 11

If a vacancy occurs in the Office of President, the Vice President shall become President, and shall remain eligible for one additional full term of office. If the Vice President declines to become President, the Treasurer becomes President. If the Treasurer declines to become President, the nominating committee will nominate a President. The nominee will be accepted on a majority vote of the Board of Directors. The President shall nominate appointees to fill any vacancy occurring in the Board of Directors until the next election is held. Elected Term will begin January 1 of the next year. The appointee will be accepted on a majority vote of the Board of Directors.

In the case of the Treasurer and Database Administrator, should those positions become vacant in the middle of a term, the President with the approval of the board, can appoint a person to fill the position until the next SCAGPO election.

Section 12

There shall be a Board of Directors composed of the President, Vice President, Treasurer, Secretary, Data Base Administrator, five Regional Directors, five Directors-At-Large and the Immediate Past President from the general membership with the President serving as the Chair. The chairpersons of all committees shall be non-voting members of the board. The Board shall render advice, carry on needed activities, and authorize budgets and changes to budgets.

Section 13

The Executive Committee shall make any emergency or assigned decisions between regular meetings of SCAGPO. The executive committee is comprised of the President, Vice President, Treasurer, Secretary, Data Base Administrator and one (1) board member appointed by the President.

Section 14

An officer or voting member of the Board of Directors may be removed from that position only in accordance with the Board of Directors approved procedures.

ARTICLE V – DUES

Section 1

Annual dues shall be established by the Board of Directors prior to April 1 of each year otherwise, the annual dues will remain unchanged. Dues shall be due on the first (1st) day of each year, or, in the case of new members, payable immediately upon enrollment as a member of SCAGPO. New members joining SCAGPO between the months of January and June shall pay full membership dues. New Members joining between the months of July and December shall pay decreased membership dues. The Data Base Administrator is responsible for the issuance of invoices to each agency or member by October 1st of each year.

Section 2

A member shall be considered delinquent and not in good standing on the first (1st) day of January if dues have not been paid for the current year, and will be notified of the delinquency. If dues are not paid by March 31, the member shall forfeit all rights to membership and his or her name shall be removed from the list of active members.

ARTICLE VI – MEETINGS

Section 1

All meetings shall be given adequate notice of the time and place of all regularly scheduled meetings. All meetings are open to the general membership at all times.

A. One regular business meeting will be held each year. Special meetings shall be called at the discretion of the President.

B. Meetings shall be accomplished in person, or by any medium approved by the Board, allowing all persons participating to hear each other at the same time.

ARTICLE VII – QUORUM

Section 1

Fifty (50) members of SCAGPO present shall constitute a Quorum at any general membership meeting, but at no time shall the lack of a Quorum at a meeting prevent those present from proceeding with the program of the day, with the exception of electing Officers or amending these Bylaws.

Section 2

Two-thirds (2/3) of the voting members of the Board of Directors present shall constitute a Quorum at any Board of Director's meeting.

ARTICLE VIII – COMMITTEES

Section 1

Standing committees shall be appointed by the President, who shall be an ex-officio member of each committee, with the right to vote. Standing committees of SCAGPO shall be as follows:

A. Awards and Scholarship
B. Certification
C. Co-Sponsorship

D. Finance
E. Forum
F. Historian
G. Information & Publicity
H. Legislative and Resolution
I. Membership
J. Nominating
K. Past Presidents' Council
L. Professional Development
M. Program

Section 2

Ad Hoc Committees may be appointed by the President for a specified term and purpose and may not be formed to perform duties assigned to other standing committees.

Section 3

The term of each committee will run concurrent with the term of President.

ARTICLE IX – AMENDMENTS

Section 1

At any official meeting of SCAGPO's general membership, the members may, by two-thirds majority of the membership present, alter, amend or repeal any part or all of these Bylaws, adopt new Bylaws, or direct the Board of Directors to cause any provision of the Bylaws to be altered, amended, repealed, or adopted. However, no provision of the Bylaws to be amended may be inconsistent with SCAGPO's status as a nonprofit corporation under the laws of the State of South Carolina, the Constitution, the rights of third parties or inconsistent with Internal Revenue Code § 501(c)(6) tax-exempt status. Further, all amendments shall be consistent with the NIGP mission and purposes. All amendments or changes to the By-Laws are subject to review by NIGP prior to adoption.

ARTICLE X – ADMINISTRATION

Section 1

Acts of SCAGPO:

No person shall act in the name of SCAGPO except as authorized in these Bylaws or by the Board of Directors or by the President. No person shall, without the approval of the President or the Board of Directors, send any letter, notice or written communication in the name of SCAGPO to the members of SCAGPO or to any other person including any other association, public body or public official.

Section 2

Fund Raising:

SCAGPO may conduct fund raising functions to support its activities. No person, officer, or member may solicit or receive gifts or contributions of any kind in the name of SCAGPO without prior approval of the Board of Directors or the President.

Section 3

Regional Areas:

The operations and activities of SCAGPO shall be conducted in the state of South Carolina, in order to ensure maximum representation in SCAGPO business. The area represented has been divided into five (5) geographical regions as follows:

Region One (1)
Calhoun, Fairfield, Kershaw,
Lancaster, Lee, Lexington,
Newberry, Richland, and Sumter

Region Two (2)
Bamberg, Beaufort, Berkeley,
Charleston, Colleton, Dorchester,
Hampton, Jasper, and Orangeburg

Region Three (3)
Abbeville, Aiken, Allendale,
Barnwell, Edgefield, Greenwood,
Laurens, McCormick, and Saluda

Region Four (4)
Anderson, Cherokee, Chester,
Greenville, Oconee, Pickens,
Spartanburg, Union, and York

Region Five (5)
Chesterfield, Darlington, Dillon,
Florence, Georgetown, Horry, Marion,
Marlboro, Williamsburg, and Clarendon

ARTICLE XI – DISSOLUTION

Section 1

1. SCAGPO may dissolve upon approval of three-fourths (3/4) of SCAGPO members eligible to vote.

2. In the event that SCAGPO dissolves and after satisfaction of all outstanding debts, any remaining funds and accounts receivable, upon collection, shall be disposed in the following manner:

a. Shall be remitted to National Headquarters of the National Institute of Governmental Purchasing, Inc., a Wisconsin nonprofit corporation, if NIGP is then exempt from federal income tax under §501(c)(6) , and contributions to NIGP are then deductible under §170(c)(2) of the Internal Revenue Code of 1986, for the corporation's/association's charitable and educational purposes; and if not:

b. Donated to any similar charitable, tax-exempt organization exempt from federal income tax under §501(c)(6) , and to which contributions are then deductible under §170(c)(2) of the Internal Revenue Code of 1986, designated by a simple majority vote of the regular membership present at the final meeting.

July 7, 1981

PETITION TO ESTABLISH AN NIGP PROVISIONAL CHAPTER

TO: Executive Vice President
NIGP
1735 Jefferson Davis Hwy.
Arlington, Virginia 22202

SUBJECT: Formal Petition to Establish an NIGP Provisional Chapter in the State of South Carolina.

The undersigned hereby petition to establish an NIGP Provisional Chapter in the area of the State of South Carolina.

The following members (and potential members) have announced their intentions of belonging to the proposed provisional chapter as attested by the concurring signatures affixed hereto. Upon receiving formal approval of our petition, we hereby agree to conduct our affairs and restrict use of the NIGP name within the guidance, counsel and permission of the Executive Vice President, as authorized by the NIGP Board of Directors and the By-Laws of NIGP.

Signed:

Prospective Members:

Fred L. Woodham, CPPO
Director, Procurement and Prop. Mgmt.
Medical University of S. C.

Julie A. Blacklocke
Buyer
County of Charleston

John H. Porter, Jr., CPPO
Director of Purchasing
Richland County School Dist. One

Peggy Smith
Purchasing Agent
S. C. Dept. of Youth Services

It is requested that we receive your formal approval of this petition in the space provided below:

Petition Chairperson Pro Tem,
Full Member

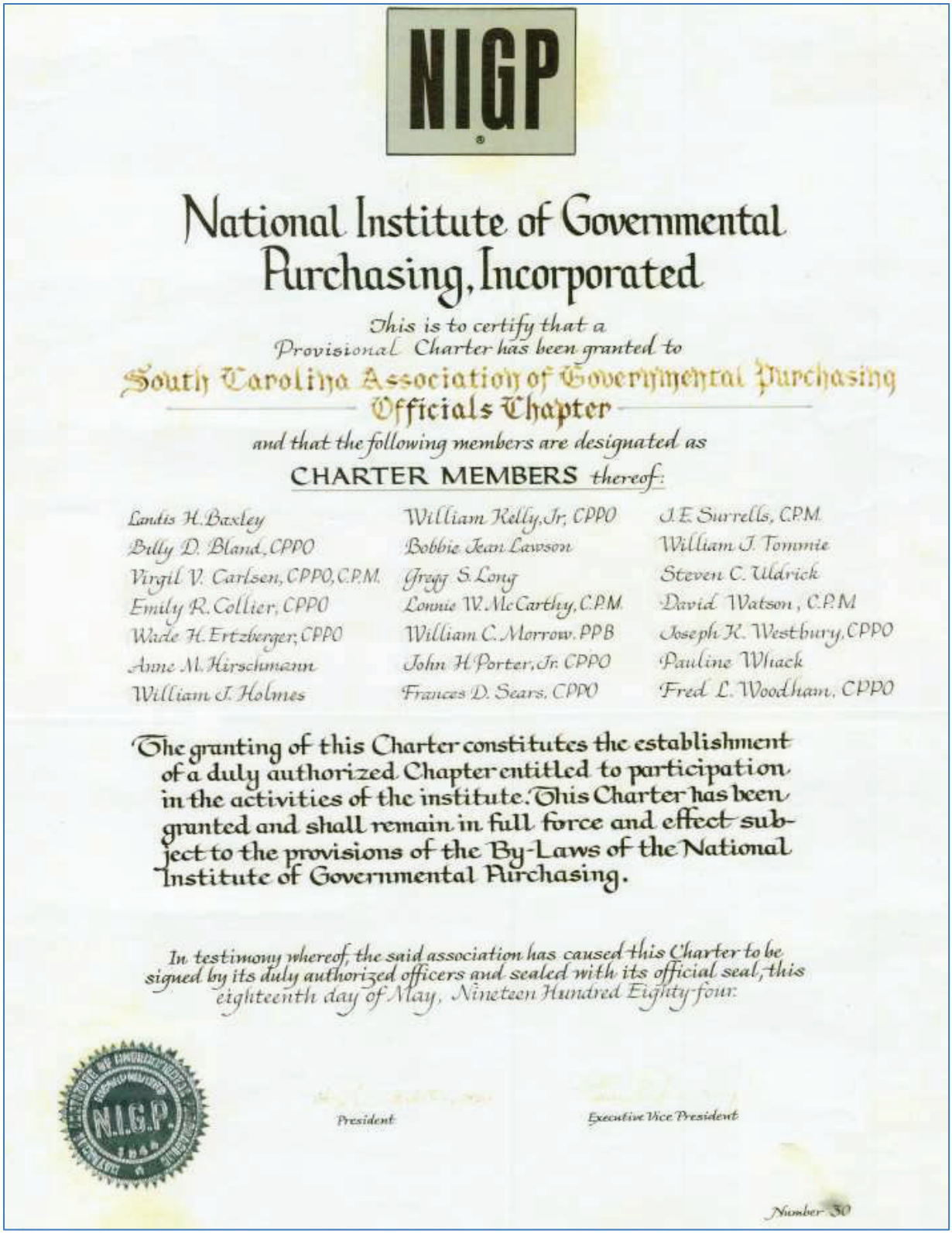
Remainder of Letter to be Completed by NIGP

Approved by Resolution of the NIGP Board of Directors on July 27 1981.

Attested by: Executive Vice President — President

NOTE: Submit three (3) copies; two (2) to be retained by NIGP, one (1) to be returned.

Historical Documents



NIGP

National Institute of Governmental Purchasing, Incorporated

This is to certify that a Provisional Charter has been granted to

South Carolina Association of Governmental Purchasing Officials Chapter

and that the following members are designated as

CHARTER MEMBERS thereof:

Landis H. Baxley	William Kelly, Jr, CPPO	J.E. Surrells, C.P.M.
Billy D. Bland, CPPO	Bobbie Jean Lawson	William J. Tommie
Virgil V. Carlsen, CPPO, C.P.M.	Gregg S. Long	Steven C. Uldrick
Emily R. Collier, CPPO	Lonnie W. McCarthy, C.P.M.	David Watson, C.P.M.
Wade H. Ertzberger, CPPO	William C. Morrow, PPB	Joseph K. Westbury, CPPO
Anne M. Hirschmann	John H. Porter, Jr. CPPO	Pauline Whack
William J. Holmes	Frances D. Sears, CPPO	Fred L. Woodham, CPPO

The granting of this Charter constitutes the establishment of a duly authorized Chapter entitled to participation in the activities of the institute. This Charter has been granted and shall remain in full force and effect subject to the provisions of the By-Laws of the National Institute of Governmental Purchasing.

In testimony whereof, the said association has caused this Charter to be signed by its duly authorized officers and sealed with its official seal, this eighteenth day of May, Nineteen Hundred Eighty-four.

N.I.G.P. 1944

President

Executive Vice President

Number 30