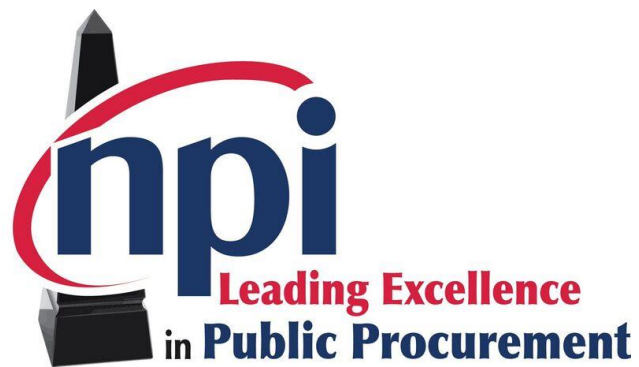


# **National Procurement Institute Administrative Policy and Procedures Manual**



**Adopted April 27, 2022**

## Table of Contents

Introduction.....	4
A. Purpose.....	4
B. Scope.....	4
C. Responsibility.....	4
Section 1 Mission and Vision Statement.....	4
A. NPI Mission Statement .....	4
B. NPI Vision Statement.....	<b>Error! Bookmark not defined.</b>
Section 2 Administration.....	4
A. Policy Revision .....	4
B. Financial Services.....	5
C. Team and Committee Records.....	5
D. Maintenance of Historical Records.....	5
E. Polled Opinions.....	6
F. Requests for Records .....	6
Section 3 Association Dues and Fees .....	6
A. Membership Dues.....	6
B. Conference Registration Fees.....	6
C. Achievement of Excellence in Procurement Award Program Fees.....	7
Section 4 Authorized Travel Expenses .....	7
A. Guidelines .....	7
1. Mode of Transportation .....	7
2. Lodging.....	8
3. Other Travel Expenses .....	8
4. President .....	8
5. NCPPC and UPPCC Representatives .....	8
6. Achievement of Excellence in Procurement Awards Program Evaluators .....	9
Section 5 NPI Policies .....	9
A. Sexual Harassment Policy.....	10
B. Check Payment and Reimbursement Policy .....	10
C. Credit Card Policy .....	12
D. Social Media Policy.....	13
E. NPI Logos Policy .....	14
Section 6 Chapter Formation .....	16
A. Introduction .....	16
B. Charter Petitions .....	16
C. Chapter Approval.....	17

D. Chapter Bylaws.....	17
E. Chapter Officers.....	17
F. Chapter Financial Controls .....	17
G. Chapter Budget.....	18
H. Chapter Audits .....	18
I. Maintaining Full Chapter Status .....	18
J. Chapter Performance .....	18
K. Chapter Membership Benefits .....	18
L. Chapter Reporting .....	19
M. Revocation of Chapter Charters .....	20

## Introduction

### A. Purpose

The organizational foundation of the National Procurement Institute, Inc. (NPI) is set forth in its Constitution and Bylaws. This Administrative Policy and Procedures Manual (Manual) supplements the NPI Constitution and Bylaws, and reflects the administrative policies and procedures that govern the operation and management of NPI.

### B. Scope

This Manual governs the activities of NPI, its management, members, officers, directors, and others.

### C. Responsibility

The Board of Directors is responsible for establishing and adopting policy and procedures to efficiently govern the affairs of NPI, and for reviewing and amending policy and procedures as needed, to ensure that current business practices are accurately reflected. The Executive Board and the Research & Development and Policy Committee are responsible for all revisions to the Manual.

## Section 1 About NPI

The National Procurement Institute, founded in 1968 as a non-profit organization, serves public procurement professionals internationally. NPI is focused on leading excellence in public procurement. The Achievement of Excellence in Procurement Award, established by NPI in 1995, recognizes organizations that demonstrate commitment to innovation, professionalism, productivity, e-procurement, and leadership attributes

## Section 2 Administration

### A. Policy Revision

1. The Executive Board and the Membership, Partners and Sponsors Team are responsible for all revisions to this Manual
2. Any revision to the content of the Manual must be adopted by a majority vote of the NPI Board of Directors and will become effective upon adoption.
3. The Executive Director (ED), acting upon written instruction from the President and the Committee, will maintain the most current adopted version of the Manual, ensure it is posted to the Members Only Section of the NPI website, and notify all Board members of all revisions.
4. Any NPI member may submit recommended Manual changes to the Executive Board and the Membership, Partners and Sponsors Team Chair for consideration by the Board of Directors.
5. The Immediate Past President and the Membership, Partners and Sponsors Team Chair (Chair) will review the minutes of each meeting of the Board of Directors, or of the Executive Board, to identify policies and procedures to add, revise or delete in the Manual. The Secretary will provide a complete set of the meeting minutes to the Immediate Past President and the Chair within thirty (30) days following a meeting. The review and any updates to the Manual shall be completed prior to the next scheduled meeting of the Board of Directors.

6. The appendix forms to the Manual are included for reference purposes only, and may be modified by the Executive Board or Team and Committee Chairs to be consistent with current policy and business practices. Modifications to the forms do not require Board approval. Revised forms shall be submitted electronically to the Chair for inclusion in any future updates to the Manual.

## B. Financial Services

The Association's financial services will be provided by the ED, as outlined in the ED's contract and may include:

1. Post a general ledger, balance sheet, and outstanding receivables report by the 10<sup>th</sup> of each month to the Board Members Only section of the NPI website.
2. Work closely with Treasurer on all financial matters throughout the year.
3. Maintain all bank accounts, accounts payable and receivable, bookkeeping and financial records. All invoices shall be paid within fifteen (15) days of receipt of invoice.
4. Monitor all payment requests with current budget.
5. Assist with development and maintenance of an annual budget.
6. Prepare and distribute billing statements. Re-bill outstanding receivables every 30 days, including membership renewals.
7. Process all online and credit card payment transactions.
8. Maintain files and records for tax and other business purposes. Coordinate necessary tax filings, audits, and preparation and mailing of all required tax forms and statements.
9. Process all expense reimbursements.

## C. Team and Committee Records

1. Records may include, but are not limited to formal and informal correspondence, working drafts, timelines, task lists, rosters, and other documents, both in hard copy and/or electronic form.
2. Individual records maintained by members of the Board of Directors, Team and Committee Chairs, Team and Committee members, and NPI Representatives will be maintained electronically, with a copy to the ED. Obsolete material, not of historical value, may be removed and destroyed.
3. Each Team and Committee Chair and NPI Representative will maintain electronic records of activities, including but not limited to work products, correspondence, actions taken by the Team and Committee, or the appropriate organizations, to complete the assigned tasks for the assigned terms. The Team and Committee Chairs and NPI Representatives are responsible for delivering electronic records to the succeeding chair or appointed replacement, with a copy to the ED.

## D. Maintenance of Historical Records

1. Historical records may include, but not be limited to previous versions of the Constitution and Bylaws, Policy and Procedures Manuals, formal communications, and settlements both in hard copy and or electronic form.
2. The Secretary will serve as the Historian. If the Secretary is unable to serve in this capacity, the President may appoint a Historian, who will maintain historical records in conjunction with the ED.
3. The cost of maintenance of historical materials will be paid for by NPI.
4. The Historian and ED have the authority to destroy any document that is not of historical value or significance.

#### E. Polled Opinions

1. All polled opinions by the Executive Board or the Board of Directors, when required, will be conducted by the President, or through the ED upon direction of the President.
2. All such actions shall be subject to ratification at the next scheduled meeting of the Board of Directors.

#### F. Requests for Records

1. All requests for records will be referred to the ED. The ED will work with the President and the appropriate Team and Committee Chairs to respond.
2. All requests for certification or accreditation information shall be referred to the Members Only section of the NPI website.

### **Section 3 Association Dues and Fees**

#### A. Membership Dues

1. The Board of Directors, in accordance with the NPI Bylaws, shall determine the annual membership dues.
2. Member dues are \$130.00 annually.

#### B. Conference Registration Fees

1. Attendance at the Conference sessions shall be open to all registrants, VIP guests, and partners.
2. The Board of Directors, with input from the Finance Committee and Executive Director, shall establish the Conference registration fees. Fees shall cover all Conference expenses and produce reasonable revenue for NPI.
3. The registration fee may be waived for invited VIPs and one guest. VIP and guest fee waivers shall be approved by the President.
4. The registration fee may be waived for Lifetime and Honorary members. Lifetime and Honorary members may be responsible for payment to attend any function where food is being served.
5. The registration fee may be waived for NPI Board members, as determined annually in the budget.
6. The registration fee may be partially or fully waived for conference speakers.
7. The NPI member rate may be offered to public purchasing and supply management associations having an alliance with NPI or the AEP whose members are in public procurement and supply management.
8. Speaker fees will be funded on an annual basis through the budget process. The Board of Directors will allocate funds through a dedicated line item in the budget, as funds permit.
9. Individuals who make a presentation at the Conference and are not otherwise being compensated may receive a gift, such as a monetary gift card.
10. Cancellation notices must be received in writing or via email to the ED. Cancellations received more than 21 days prior to the Conference will receive a full refund, less a \$100 administrative fee. Cancellations received less than 21 days prior to the Conference will receive a 50% refund, less a \$100 administrative fee. Attendee substitutions within the same agency may be done at any time with written or email notification to NPI. No refunds are given for no-shows.

C. Achievement of Excellence in Procurement Award Program Fees

1. The Board of Directors, in accordance with the NPI Bylaws, shall determine the annual member and non-member application fees.

**Section 4 Authorized Travel Expenses**

A. Guidelines

NPI will pay allowable travel expenses for the time an authorized representative of NPI is in Official Travel Status. Official Travel Status is defined as a maximum of one day prior to the start of the event through one day after the conclusion of the event. Travel must be pre-approved by the President, and comply with the guidelines below.

**1. Mode of Transportation**

NPI will pay for expenses for the most expeditious mode of transportation. If an authorized representative chooses to use a personal vehicle when public transportation would be more expeditious, reimbursement will be made for the equivalent of the lesser of round trip coach airfare or mileage reimbursement at the current IRS rate.

a. Air Travel

1. Representatives authorized to travel may book flights through an on-line travel service or a travel agency. Air travel should be booked with as much advance notice as possible and should be at the lowest coach fare possible with a reasonable schedule and travel time. The cost of baggage should be included in the overall cost of the flight.
2. NPI will pay coach airfare to and from the destination city. This is the standard maximum travel allowance allowed. An authorized representative in Official Travel Status should leave no sooner than the day before the event if it starts the following morning. If the event starts in the afternoon, travel should be the same day if possible. The return trip should be the same day the event ends if possible. Flight schedules will control in most cases. In all cases return air travel should be completed within one day.
3. Many airlines charge an additional amount for checked items. NPI will pay for a maximum of two checked items. An exception may be given for transporting NPI materials to the event. NPI will not reimburse an authorized representative for personal items that exceed the allowable weight or size limitations. NPI will not reimburse for other optional services associated with air travel, such as fees for premium seating. Early boarding fees may be reimbursed for Southwest flights only.

b. Personal Auto

1. Authorized representatives in Official Travel Status may choose to travel on official NPI business in their personal auto. Mileage will be paid based on a standard atlas, at the IRS rate in effect at the time of travel. Mileage is calculated from the authorized representative's worksite to their destination site. Mileage reimbursement is limited to a maximum

amount not to exceed roundtrip coach airfare.

2. NPI will pay for expenses only for the fixed period of time the authorized representative is in Official Travel Status. The authorized representative must submit the documented cost of airline travel to determine the maximum allowable reimbursement for mileage. If traveling by auto requires more time than the time fixed for Official Travel Status, NPI will not reimburse the additional expenses incurred.

## **2. Lodging**

Room and tax charges for overnight accommodation will be reimbursed only for the duration of the activity, including one day for travel. When family members accompany an authorized representative, NPI will reimburse for only the authorized representative's expense. Hotel room and transportation expenses shared with family members will be reimbursed for the portion of expenses that would have been incurred if the authorized representative had traveled alone.

## **3. Other Travel Expenses**

### **a. Per Diem**

The traveler may request per diem as outlined in GSA Guidelines. The meal per diem will not be paid if an authorized representative is attending a meeting or event where a meal is provided.

### **b. Other transportation**

NPI will reimburse for local taxi/shuttle service and airport parking.

### **c. Mileage**

NPI will reimburse mileage at the IRS standard rate.

### **d. Spouses and Guests**

NPI will not reimburse for attendance by spouse or guests, except for the VIP dinner held in conjunction with the Annual Conference.

## **4. President**

- a. Funds for travel expenses may be budgeted each year through the annual budget process.
- b. If the President is unable to attend a conference, the President can send a substitute, preferably a NPI Executive Officer, and the trip for such substitute will be eligible for use of the travel funds budgeted for the President.

## **5. NCPPC, UPPCC and NIGP Certification Commission Representatives**

- a. For those representatives not attending the annual NIGP Forum, NPI may reimburse all travel expenses including two hotel room nights, airfare, parking, shuttle, per diem, and any other requested and approved expenses associated with their duties as representatives.
- b. For those representatives attending the annual NIGP Forum, NPI may reimburse for those additional costs incurred for necessary early arrival to attend required meetings, limited to one hotel room night, airfare for the incoming leg of the flight



or fifty-percent (50%) of total airfare, whichever is lowest, parking, shuttle, per diem and other requested and approved charges for the additional day only.

## **6. Achievement of Excellence in Procurement Awards Program Evaluators**

The AEP program evaluators consist of the Executive Director, the AEP Officer, 4 representatives from NPI, 2 representatives from each of the program sponsors, and 2 at-large members chosen by the AEP Officer. All authorized travel expenses for the evaluators to attend the annual evaluation meeting are paid for or reimbursed by NPI. Authorized expenses will follow the guidelines established in this Section. Funds for evaluator travel are budgeted each year in the AEP Program budget.

## **Section 5 NPI Annual Conference Scholarship Program**

### **A. Guidelines**

NPI will support the professional development of its members through a scholarship program for attendance at the NPI Annual Conference. The Professional Development Committee is responsible for the program.

1. Eligibility and Requirements
  - a. All members of NPI in good standing at time of application are eligible
  - b. Award recipients must commit to one of the following volunteer opportunities:
    - Registration desk assistance (one hour per day, minimum)
    - Session moderation (one session per day, minimum)
  - c. Certificates for volunteer hours will be provided for use in certification and recertification
2. Budget
  - a. Up to \$3,000 annually, amount of funding established in annual budget process
3. Scholarships Available
  - a. Multiple scholarships of up to \$1,000 each for conference attendance and related expenses
  - b. Number of scholarships awarded dependent on annual available funds
4. Examples of Registration Fees and Reimbursable Expenses
  - a. Full conference registration
  - b. Airfare in accordance with Travel Policy
  - c. Hotel room nights at host hotel in accordance with Travel Policy
5. Application
  - a. Type of registration requested
  - b. Travel expenses requested, type and not to exceed amount (i.e. airfare, hotel)
  - c. Completed application form including:
    - Description of benefit to applicant
    - Description of benefit to applicant's staff and peers
    - Conference volunteer commitment
6. Review and Approval
  - a. Professional Development Committee is responsible for review and approval
  - b. Deadline for receipt of applications is June 1 of each year
  - c. Award announcements will be made on or before June 15 of each year

- d. Partial funding or full funding of individual applications may be approved, as deemed appropriate and as funds are available, at the Committee's discretion
  - e. Professional Development Committee Chair is responsible for notifying applicants and Executive Director of results of review
  - f. Professional Development Committee Chair is responsible for providing copy of approved application to Executive Director for reimbursement reconciliation
7. Award Reimbursement:
- a. Applicant completes and submits the Payment and Reimbursement Request Form

## **Section 6      NPI Policies**

### **A.      Sexual Harassment Policy**

1. This policy was formally adopted by the Board of Directors on February 17, 2007, and will be distributed as follows:
  - a. Sent with a brief cover memo to all Association staff annually.
  - b. Will be included in materials distributed to the Board of Directors in advance of each Board meeting.
  - c. For the Association protection, all of these actions will be well documented.
2. It is the policy of NPI that all individuals engaged in performing duties for NPI, should be able to work in an atmosphere free from all forms of discrimination, including sexual harassment. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature.
3. NPI prohibits all unwelcome sexual flirtations, advances, or propositions, verbally abuse of a sexual nature, subtle pressure or requests for sexual activities, unnecessary touching of an individual, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, display in the workplace of sexually suggestive objects or pictures, sexually explicit or offensive jokes and physical assault.
4. No board member, director or member of NPI shall threaten or insinuate, either explicitly or implicitly, that another individual's refusals to submit to sexual advances will adversely affect that person's status, assigned duties, or any other condition of their involvement with NPI. Similarly, no officer, director, or member shall promise, imply or grant any preferential treatment in connection with another member engaging in sexual conduct.
5. Each member of NPI is responsible for creating an atmosphere free of discrimination and harassment, sexual or otherwise. Further, members are responsible for respecting the rights of all members. It is the responsibility of each member to report the incidents of harassment. Any member who feels he or she is a victim of sexual harassment by any officer, director, or member (or who otherwise believes that sexual harassment is occurring) should bring the matter to the immediate attention of NPI's ED, or any officer of NPI. All allegations of sexual harassment will be promptly investigated as a confidential manner, and appropriate corrective action will be taken if warranted.
6. Members are encouraged to come forward and utilize the procedures described above, and retaliation against any member for exercising any rights under this policy is strictly prohibited. Any officer, director, or member who is determined, after an investigation, to have engaged in sexual harassment shall be subject to discharge or expulsion where warranted.

### **B.      Check Payment and Reimbursement Policy**

1. Objective

To provide the policy and procedures for the requests for and issuance of check payments and reimbursements. This policy establishes responsibilities for requests for, review of and issuance of check payments and reimbursements.

2. Authority

This policy is approved by the Board of Directors, effective March 4, 2018.

3. Direction

President, Vice President, Treasurer, Executive Director

4. Functions

a. Check Payments

1. All requests for check payments will be submitted to the overseeing Officer or Committee Chair for review and approval. Approved requests will then be addressed to the Executive Director. A completed Payment and Reimbursement Request Form must accompany the request.
2. Invoices, service agreements and other supporting documentation, as appropriate, must accompany the request.
3. The Treasurer, Vice President or President must approve all payments in excess of \$1,000 and all unbudgeted expenses.
4. Payment requests should be submitted at least 14 days prior to the payment due date.
5. All check payment requests will be reviewed by the Executive Director to ensure the expense:
  - a. Has a valid business purpose
  - b. Is not contrary to the mission of NPI
  - c. Is not contrary to NPI Bylaws, policies and procedures
6. The NPI office will endeavor to process payments and reimbursements within 7 business days after receipt and approval.
7. All checks will require two signatures. Authorized signers are the President, the Vice President, the Treasurer and the Executive Director.
8. The payment requestor may not be a signer on the check issued.
9. The Executive Director shall process a check for all approved Payment Request and print and distribute the processed checks for signature.
10. Wire transfers may be made provided that the approved payment request includes the 2 signatures, when appropriate.

b. Reimbursements

1. Travel:
  - a. Air travel should be booked with as much advance notice as possible, and should be the lowest coach fare available.
  - b. Room and tax charges for overnight accommodation will be reimbursed only for the duration of the activity, including one day for travel.

- c. The traveler may request per diem as outlined in GSA Guidelines.
  - d. NPI will reimburse for local taxi/shuttle service and airport parking.
  - e. NPI will reimburse mileage at the IRS standard rate.
- 2. Reimbursement requests should be submitted within 30 days after the expense is incurred.
  - 3. All reimbursement requests will be reviewed by the Executive Director or Treasurer to ensure the expense:
    - a. Has a valid business purpose
    - b. Is not contrary to the mission of NPI
    - c. Is not contrary to NPI Bylaws, policies and procedures
  - 4. Requestors may not approve their own requests.

### C. Credit Card Policy

#### 1. Objective

To provide the policy and procedures for the issuance and use of credit cards. This policy establishes responsibilities for issuance and use of credit cards, and documentation and reconciliation of credit card expenses.

#### 2. Authority

This policy is approved by the Board of Directors, effective March 4, 2018.

#### 3. Direction

Board of Directors, President, Treasurer, AEP Officer

#### 4. Functions

##### a. General

- 1. NPI may issue credit cards to the President, AEP Officer, and Executive Director.
- 2. The Executive Board may authorize credit cards to be issued to additional members of the Board of Directors, subject to Board approval.
- 3. The Executive Board will establish the monthly spend limits for credit cards, subject to Board approval.
- 4. Credit cards may be used for NPI business purposes only. No personal use is allowed. Personal use will require immediate reimbursement and may result in disciplinary action by the Board.
- 5. Cardholders will reconcile monthly statements in a timely manner.
- 6. Cardholders will complete a Payment and Reimbursement Request Form and attach all receipts, invoices, service agreements and other supporting documentation, as appropriate. The completed form and attachments will be forwarded to the Executive Director.
- 7. The Treasurer or President must approve all monthly activity in excess of \$1,000.

8. Travel:
  - a. Air travel should be booked with as much advance notice as possible, and should be the lowest coach fare available.
  - b. Room and tax charges for overnight accommodation will be reimbursed only for the duration of the activity, including one day for travel.
  - c. The traveler may request per diem as outlined in GSA Guidelines.
  - d. NPI will reimburse for local taxi/shuttle service and airport parking.
  - e. NPI will reimburse mileage at the IRS standard rate.
9. All credit card statements will be reviewed by the Executive Director or Treasurer to ensure the expense:
  - a. Has a valid business purpose
  - b. Is not contrary to the mission of NPI
  - c. Is not contrary to NPI Bylaws, policies and procedures
10. Cardholders may not approve their own statements with respect to policy compliance.

#### D. Social Media Policy

##### 1. Objective

To provide the policy and procedures for developing applications and providing content on external Web applications and social media platforms in order to ensure consistency with the NPI brand and content. This Policy also provides that such applications and platforms will be regulated to ensure the appropriateness of content.

##### 2. Authority

This procedure is approved by the Board, dated February 23, 2013.

##### 3. Direction

The Communications Committee (subject to direction by the Board)

##### 4. Functions

###### a. Definitions

1. "Web based social network services" are external Web sites or services. Most social network services provide a variety of ways for users to interact, such as email and instant messaging services. Examples of current social network services are Facebook, Twitter, LinkedIn, GovLoop and Blogs.
2. "Content managers" are the individuals responsible for maintaining the information on a site.

###### b. Selection of Social Media Sites

1. Given that social network sites vary in content and use, the Communications Team will review a site before a NPI account is created, including:
  - a. Determining whether the site allows comments or posts to be turned off. It will be at the discretion of NPI whether a site or platform will be used in the event that the platform will not allow NPI to turn off the comments or posts feature. If NPI utilizes a site or platform that will not allow the comments or posts to be turned off, NPI reserves the right to implement the controls set out in subparagraph C (2) hereinafter, and in all events, NPI disclaims responsibility and liability to the fullest extent allowed by the law for any inappropriate content or posting on any network site or platform.
  - b. Ensuring the site provides adequate mechanisms, features and allows for the Communications Committee to control content.
  - c. Reviewing the concept, audience, and marketing plan for the site.
2. The Communications Team may establish the National Procurement Institute on social media accounts, even if NPI does not currently plan to use them. This will reserve the name and keep another person or organization from presenting themselves as the National Procurement Institute.

c. Use of Social Media Sites

1. Any social media site used on behalf of NPI must be approved by the Communications Team.
2. If a social media site or any other web based platform used by NPI allows for comments to be posted by the public, the Communications Team reserves the right to edit or remove content based on the criteria listed below. NPI also reserves the right to turn-off the ability of third parties to post or comment, at its discretion. NPI's intent is to maintain a moderated online discussion directly relating to topics posted by NPI, with language that is deemed appropriate to read.
3. Any content published to a media site on behalf of NPI must be submitted to, and approved by the Communications Team Chair.
4. Social network sites shall be used to:
  - a. Promote NPI, including events and initiatives
  - b. Promote certification
  - c. Foster communication among procurement professionals
  - d. Recruit potential new members (including students)
  - e. Publish other information as approved by NPI

## E. NPI Logos Policy

### 1. Objective

To provide the policy and procedures for the use of the NPI and AEP logos by NPI members and third parties. This policy establishes responsibilities for control, conditions for use, use request review processes and logo use audit procedures and responsibilities.

2. Authority

This policy is approved by the Board of Directors, dated June 28, 2017.

3. Direction

Executive Director, Communications Committee, AEP Committee

4. Functions

a. General

1. All requests for use of logos will be addressed to the Executive Director.
2. Except as provided below, no alteration of the official logos will be permitted.
  - a. With prior approval of the Executive Board, a tag line appropriate for the use of the logo may be added. Font must be Optima. Refer to Exhibit 1 for examples.
3. Approval of logo use may be rescinded for reasons including, but not limited to:
  - a. Unauthorized alterations
  - b. Use of previous versions
  - c. Unauthorized placement
  - d. Inappropriate placement
  - e. Use in applications not related to public procurement

b. Responsibilities of the Executive Director

1. Maintain the official NPI and AEP logos
2. Distribute official NPI and AEP logos and this Policy to approved users
3. Maintain master list of approved users

c. Responsibilities of the Communications Team Chair

1. Review all requests for use of the NPI logo
2. Review and approve proofs of collateral using the logo prior to publication or production

d. Responsibilities of the AEP Officer

1. Review all requests for use of the AEP logo
2. Review and approve proofs of collateral using the logo prior to publication or production

e. Request Review Procedures

1. All requests will be reviewed to ensure use of logos
  - a. Is related to public procurement
  - b. Is not contrary to the mission of NPI
  - c. Is not contrary to NPI Bylaws, policies and procedures

- d. Is proper color
  - e. Contains the ® registered trade mark (AEP logo)
  - f. Is correctly sized on the proof and not distorted
  - g. Is placed appropriately for the materials
- f. Audit Procedures
- 1. One NPI Director will be appointed to annually audit the use of the NPI and AEP logos.
  - 2. The annual audit will ensure:
    - a. Compliance with terms of Sponsor or Supporter Agreement, if applicable
    - b. Compliance with approved use
    - c. Logos in use are the official, current, unaltered NPI or AEP logos

## **Section 7 Chapter Formation**

### **A. Introduction**

This section will provide information for the chartering of Chapters, Chapter performance, Reporting responsibilities, and NPI support of Chapters.

The NPI Bylaws empower the Board of Directors (BOD) to grant or deny petitions for chartering new Chapters. The NPI officers, directors and staff, and each Chapter are responsible for promoting the orderly growth of new Chapters and membership.

### **B. Charter Petitions**

The Pro Tempore Chapter Officers of the petitioning group will submit a formal Chapter Charter petition and an organizational progress report to the NPI Secretary. This report shall contain appropriate information such as the proposed new Chapter name, the names of charter members to be included on the charter scroll, together with any other appropriate organization information, and membership data. This Chapter Charter petition must include the names of at least 15 current or interested members.

Other appropriate organization information should be attached to the Chapter Charter petition and should address the following:

- Number of public agencies to be served by the Chapter and the future growth of those agencies;
- Sponsoring Chapter and NPI Member mentors;
- The potential impact of chartering a new Chapter on any existing Chapters;
- Sources of new membership;
- Sources of support funding for Chapter with a copy of the proposed budget;
- Education program focus; and
- Plan to sustain the Chapter and Chapter leadership in the future

Upon receipt of a Chapter Charter petition, it is the responsibility of the NPI Secretary to verify that all required information has been provided, present the petition to the BOD, and notify the President Pro Tempore of the petitioning Chapter of the approval or denial.



### C. Chapter Approval

Chapters will be approved by the NPI Board of Directors as a provisional Chapter of NPI for a one-year period. At the conclusion of that year, a determination will be made to grant full Chapter status, to continue in a provisional basis or to revoke the provisional status of the Chapter.

### D. Chapter Bylaws

Chapters shall operate within a governance system consistent with the NPI Bylaws. Chapter Bylaws should be established at the time of chartering and should be reviewed and updated every 5 years unless other conditions, such as changes to the NPI Bylaws, would require a more immediate change. A copy of the Chapter bylaws should be maintained by the Chapter Secretary. The status of Chapter bylaws shall be reported in the Operations Report to the Board of Directors at least once a year.

Chapter Bylaws shall be submitted to the NPI Secretary for review and approval prior to adoption. Chapters are responsible for ensuring the Chapter Bylaws file maintained by the Executive Director is the most current version of the Bylaws.

### E. Chapter Officers

NPI Chapters shall operate in accordance with the structure specified within their Chapter Bylaws. At minimum, Chapters shall elect a Chapter President, Vice President, Secretary and Treasurer. Term limits shall be specified for these positions. The elected Officers shall be current members of NPI. Local Chapters may not elect a non-NPI member as an officer of the group and are to encourage its members to join NPI. Chapter President shall be a NPI member.

### F. Chapter Financial Controls

Chapter Officers and Board Members are expected to pursue NPI's mission by acting in good faith and in the best interests of not only the Chapter, but also in the best interest of NPI. Although service as a Chapter Officer or Board Member is voluntary, Chapter Officers and Board Members are expected to act responsibly by being well-informed, conduct frequent Board meetings, maintain accurate minutes of those meetings, encourage open discussion, and pursue the Association's mission and best interests with determination.

One of the responsibilities of a Board Member is to ensure the Chapter operates in a fiscally sound manner. Chapter Officers and Board Members have a fiduciary duty to protect the financial assets of their Chapter.

The Chapter Officers and Board of Directors responsibilities include but are not limited to:

- Establishing and implementing sound financial management controls
- Review controls for relevance at beginning of each program year
- Submitting the Annual Chapter Financial Report

The Chapter President is responsible for the overall operations of the Chapter including oversight and direct control over the Treasurer. The Chapter Treasurer is accountable to the Chapter President, and is responsible for financial oversight and financial reporting to the Chapter Officers and Board Members, and preparing the end of the year financial report. The Treasurer position must be an elected position.

## G. Chapter Budget

The Chapter budget should be developed as early as possible to allow the entire Chapter's Board to review and approve it. Continually monitoring the budget throughout the program year minimizes the risk of improper use of Chapter funds. Monitoring should not only include reports of revenues and expenses, but also beginning and ending balances of applicable operating accounts and explanation of variances from budget for both revenue and expense items.

## H. Chapter Audits

All Chapters should implement a system of internal financial controls. Chapters should conduct an audit of their financial records each year. The auditor should be independent of the Treasurer and can be any person who has the skills necessary to conduct the audit. Professional audit firms are not required.

## I. Maintaining Full Chapter Status

A Chapter must maintain a minimum of fifteen (15) members to maintain full Chapter status.

Chapters maintaining less than 15 memberships for a period of six months will be provided opportunities to rebuild with the assistance of the NPI staff as well as the remaining Chapter Officers and members.

If all measures to rebuild the Chapter fail and the NPI President determines the Chapter is no longer viable, a recommendation to revoke the Charter of the Chapter shall be prepared by the NPI Secretary and presented for a vote at the next NPI BOD meeting.

Revocation of the existing Chapter Charter is accomplished by majority vote of the NPI BOD. With Board approval, the NPI President shall prepare an official notice which will be signed by the President and Secretary and forwarded to the last known presiding Officer of the Chapter involved.

## J. Chapter Performance

The National Procurement Institute's mission is to promote the achievement of excellence in governmental and institutional procurement through education, certification, professional development and networking of its membership. Its vision is to be recognized as the leading national association of public procurement professionals dedicated to establishing and maintaining high standards of education, certification, professional development, leadership and ethics.

Members of NPI represent the current and future leaders of the public procurement profession. The Achievement of Excellence in Procurement Award is the symbol of industry integrity and innovation. The Annual Conference and Products Exposition offers an intimate setting for delegates to focus on leadership skills and best practices while building lasting relationships.

Members of NPI:

- Pursue the next level of excellence
- Promote organizational achievement and leadership
- Effect change in the public procurement profession
- Network on a personal level with successful leaders from across North America
- Enhance their knowledge and skills at the Annual Conference

- Prove to their leadership, governing body and the public that they exceed the highest standards by pursuing the Achievement of Excellence in Procurement® Award

#### K. Chapter Membership Benefits

Chapters are expected to provide value to members. Traditionally, this is accomplished through education and training programs, networking opportunities, certification preparation or study groups, and advocacy of the profession. Each Chapter has significant autonomy in deciding how best to deliver value to members, based on its membership and their specific needs and preferences. Examples of value include:

- Education, training and information that build skills and improve job performance
- Networking opportunities to connect with professionals in public procurement
- Certification preparation and testing that document proficiency levels and validate professional credentials within a neutral forum
- Advocacy of the profession to communicate the value of contracting professionals within the business community
- Leadership opportunities that build management skills

Chapters shall connect NPI and members, by representing the NPI brand to members, marketing NPI programs to members, and communicating issues of importance to members.

Chapters shall operate effectively as an organization and be responsible corporate citizens. This includes effectively planning Chapter long term and short term goals, objectives and strategies, implementing programs, managing finances, developing leaders, measuring performance, and engaging in two way open communication with the NPI BOD and other NPI Chapters. As responsible corporate citizens, Chapters shall participate in volunteer training programs, provide transparency in elections and volunteer appointments, provide constructive feedback on NPI products and services, update the membership database, and submit timely and complete reports. Additionally, Chapters shall conduct the governance activities necessary to ensure the Chapter operates in accordance with national standards and sustains the highest levels of ethical conduct. Those governance activities include such things as Bylaws maintenance, Chapter accounting and audit functions, Chapter Officer's elections and appointments, and succession planning.

#### L. Chapter Reporting

The following items shall be submitted by the Chapter by the dates designated.

1. Chapters shall submit the Chapter Annual Report to the NPI President no later than two weeks prior to the NPI Annual Conference. Chapter Annual Report content should be substantially similar to the NPI Annual Report and include:
  - a. Financial Report
  - b. Membership
  - c. Retention Activities
2. Chapter Information Form – Chapters shall submit the Chapter Information form by December 31 of each year for the upcoming year beginning January 1.
3. IRS Reporting (990 or 990N) – a copy of the submitted IRS Reporting shall be submitted by May 15, of each year for the preceding year.

#### M. Revocation of Chapter Charters

NPI is committed to helping Chapters succeed and Chapters shall perform certain core governance activities to protect the interests of their members and NPI. When a Chapter fails to comply with those basic requirements, a recommendation to revoke that Chapter's Charter may be placed before the Board for consideration. Circumstances leading to Chapter de-chartering may include:

1. Failure to maintain an approved set of Bylaws
2. Failure to submit annual reports to the NPI President
3. Failure to adhere to approved Chapter and NPI Bylaws
4. Failure to conduct required Chapter accounting and audits

Revocation of the existing Chapter Charter is accomplished by one of the following methods:

1. A vote by 3/4 of the chapter members' eligible to vote and communicating to NPI Board of Directors that the local Chapter desires to leave NPI.
2. A vote by 2/3 of the NPI Board of Directors, with notice to the local Chapter that the charter has been revoked.

With Board approval, the NPI Secretary shall prepare an official notice confirming the method above which will be signed by the President and Secretary and forwarded to the last known presiding Officer of the Chapter involved.