

BY-LAWS OF MINNESOTA/DAKOTAS REGION
OF THE
NATIONAL ASSOCIATION OF EDUCATIONAL PROCUREMENT

ARTICLE I

NAME

The name of this organization shall be the Minnesota/Dakotas Region (hereafter referred to as Organization) of the National Association of Educational Procurement (hereafter referred to as NAEP).

ARTICLE II

OBJECTIVE

The objective of this Organization shall be to promote the interchange of information concerning the purchasing profession, provide an arena for professional growth for member, provide a channel of communication with the NAEP National Office for matters of common interest, promote adherence to the NAEP Code of Ethics, and enhance the professional level of educational purchasing in general.

ARTICLE III

MEMBERSHIP and VOTING

The membership shall be limited to those institutions that are located within the states of North Dakota, South Dakota and Minnesota, and are members in good standing of NAEP. Voting membership shall be limited to member institutions in accordance with the constitution of the NAEP. Each member institution shall be limited to one vote.

ARTICLE IV

OFFICERS

Section 1. Officers Positions

The officers of the organization shall be a President, Past President, 1st Vice President, 2nd Vice President, Treasurer, Secretary and Webmaster. These officers shall perform the duties as prescribed in the by-laws and under the parliamentary authority adopted by this Organization.

Section 2. Term of Office

Term of office is one (1) year for the position of President, Past President, 1st Vice President, 2nd Vice President and Secretary. The term of office is five (5) year's for the position of Treasurer and Webmaster. The term of office of the President, Past President, 1st Vice President, 2nd Vice President and Secretary shall commence at the close of the Annual Regional Meeting during which they are elected and shall terminate at the close of the next Annual Regional meeting upon the qualification of their successors. The term of office of the Treasurer and Webmaster shall commence at the close of the Annual Regional Meeting during which they are elected and shall terminate five (5) years at the close of the Annual Regional Meeting upon the qualification of their successors.

Section 3. Election of Officers

The members shall indicate approval or disapproval by a voice vote conducted at the Annual Regional Meeting.

Section 4. Duties

- President: The President shall be the chief executive officer. He/She will preside over all meetings and shall appoint committee chairpersons as needed. It is the responsibility of the president to host the Annual Regional Meeting and to make all arrangements for such. The president will be responsible for selecting the date and location for the Annual Regional Meeting and advising the NAEP National Office.
- Past President: The Past-President shall act as chair of the Membership committee. He/She will be responsible to actively improve growth to the membership in the region.
- 1st Vice President: The 1st Vice President shall assist the President, serve as President in the event of absence of the President and perform other duties as assigned by the President. The 1st Vice President shall supersede the President. The 1st Vice President shall chair the annual scholarship fundraiser drive.
- 2nd Vice President: The 2nd Vice President shall assist the President and 1st Vice President, serve as President in the event of absence of the President and 1st Vice President and perform other duties as assigned by the President. The 2nd Vice President shall supersede the 1st Vice President.
- Secretary: The Secretary shall record the minutes of all business meetings and the Annual Regional Meeting.
- Treasurer: The Treasurer shall be responsible for all funds received and disbursed for the Organization.
- Webmaster: The Webmaster shall establish and maintain the Organization's website.

Section 5. Vacancy

Any vacancy occurring within an officer's term caused by death, resignation or other reasons shall be filled for the remainder of the term by presidential appointment.

ARTICLE V

MEETINGS

The Annual Regional Meeting shall be held in the fall of each year; hosted by the current president. Notice of the meeting shall be sent to the membership ninety (90) days prior to the date of the meeting.

The meeting is held for the purpose of conducting business, educational and professional development, and exchange of mutual areas of interest.

Those present at the Annual Regional Meeting are the Organization officers and members, NAEP and E&I Representatives.

ARTICLE VI

AMENDMENT OF BY-LAWS

These by-laws may be amended at the Annual Regional Meeting by vote of the membership attending.

Any suggested amendment(s) shall be forwarded to the Organization President no later than 120 days prior to the Annual Regional Meeting. Written notice of suggested amendment(s) shall be mailed for membership review no later than thirty (30) days prior to the Annual Regional Meeting.

ARTICLE VII

RECORDS

An appointed member (secretary) shall maintain records of all meetings agendas, minutes and attendance; hold articles and amendments of by-laws; and maintain pertinent historical data of the Organization.

ARTICLE VIII

SALARY AND REMUNERATION

Organization officers and committee member's services are all voluntary.

ARTICLE IX

PARLIAMENTARY PROCEDURES

"Robert's Rules of Order, Newly Revised" shall govern the Organization in all cases to which they are applicable and in which they are not in conflict with their by-laws and any special rules of order the Organization may adopt.

ARTICLE X

QUORUM

At all meetings of the Organization, a majority of members in good standing with NAEP attending a sanctioned meeting.

ARTICLE XI

DISSOLUTION

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

ARTICLE XII

COMMITTEES

Section 1. Scholarship Committee

The Scholarship Committee is a one (1) year appointment. It shall consist of 3 members one (1) from each respective state (Minnesota, South Dakota and North Dakota). Responsibilities include awarding of the Regional Scholarship to one (1) new member and one (1) existing member. Other responsibility is update criteria for awarding the National NAEP scholarship.

Section 2. Membership Committee

The Membership Committee consists of the Past President, President, and Vice President. Responsibility is to make contact with non-member institutions in their respective state, growth of membership and encourage attendance at Annual Regional Meeting.