

BY-LAWS
CAPPO SAN DIEGO

**A CHAPTER OF THE
CALIFORNIA ASSOCIATION OF
PUBLIC PURCHASING OFFICERS**

Adopted: April 28, 1982

Revised: September 22, 2004

ARTICLE I
NAME

SECTION 1: The name of this Association shall be CAPPO San Diego, a chapter of the California Association of Public Purchasing Officers.

ARTICLE II
OBJECT

SECTION 1: The object of the association shall be to improve and promote the public purchasing profession, exchange knowledge and to research and publish good purchasing techniques. To broaden generally the capabilities of the members of this association.

ARTICLE III
MEMBERSHIP

SECTION 1: Any state, county, municipal, special district, publicly owned utility or school purchasing agent, or employees with other titles spending the majority of their time on the purchasing function of the State of California, or its political subdivisions, shall be eligible to membership in this Association.

“Eligible” members, for purposes of holding office and voting, are defined as those having paid dues to the CAPPO statewide organization for the current year.

ARTICLE IV
OFFICERS AND THEIR ELECTION

SECTION 1: Officers elected by members annually:

a) The following officers shall, by direct vote, be elected for one year:

- ◆ Chair
- ◆ Vice Chair
- ◆ Treasurer

Only “eligible” members (see Article III), may be nominated to or hold local office.

Individuals nominated/appointed to the office of Treasurer shall have an accounting background or experience. This office shall not be considered as part of the progression to higher office (Vice Chair, Chair.)

The Chair is to appoint a nominating committee in October, and nominations for officers shall be announced/received at the November meeting.

b) The election of officers shall be conducted as the first order of business at the December meeting. Tenure of office for those elected shall begin at the conclusion of the February meeting and continue through the next February meeting, or until their successors are elected or appointed. New officers will be sworn in by the outgoing Chair at the end of the business portion of the February meeting (prior to speaker).

c) It shall require a majority vote of those “eligible” members (see Article III), attending and voting to elect an officer. If a candidate does not receive a majority vote, balloting shall continue until one receives a majority.

- d) In case of vacancy in the office of Chair, the Vice-Chair shall at once succeed to the office of Chair, and shall serve for the remainder of the term. In case of vacancy in the offices of Vice-Chair or Treasurer, the position shall be filled by nomination and election at the next meeting, and shall serve for the remainder of the term.

ARTICLE V **MEETINGS**

SECTION 1: The regular meeting of the Association shall be held monthly on the fourth Wednesday, at such time and place as shall be selected by the hosting activity. Membership may vote to change the meeting date due to holiday or other special event schedules. Entire membership must be given at least one month notice of a date change.

ARTICLE VI **PARLIAMENTARY AUTHORITY**

SECTION 1: In all matters of procedure not otherwise covered by the By-Laws, "Robert's Rules of Order, Revised", shall govern.

ARTICLE VII **AMENDMENTS TO THE BY-LAWS**

SECTION 1: Amendments to the by-laws shall require a two-thirds vote of the "eligible" members (see Article III) present and voting at the meeting.

ARTICLE VIII **DEFINITION OF A QUORUM**

SECTION 1: A quorum shall be the members at a duly noticed meeting.

ARTICLE IX
DUTIES OF OFFICERS

SECTION 1: CHAIR

- a) All meetings shall be called to order by the Chair or, in the absence of the Chair, by the Vice-Chair, or in the absence of both the Chair and Vice-Chair, by the Treasurer of the Association.
- b) The Chair shall arrange the order of business for the meetings, and shall perform such other duties as normally pertain to the office of the Chair.
- c) The Chair shall select/appoint a Nominating committee in October to develop a slate of candidates for the upcoming election.
- d) The Chair shall arrange for an annual San Diego educational seminar in conjunction with CAPPO, Inc., with proceeds to be split equally.
- e) The Chair shall route a sign-up sheet for volunteers to host the monthly meetings for the upcoming year, and ensure a host for each month.
- f) The Chair shall provide direction and structure for the group, and guide host agencies in finding appropriate speakers or presentations for the monthly meetings.
- g) Will purchase, maintain, and distribute CAPPO memorabilia, to be used as gifts for speakers at our monthly meetings. \$100 authorized.

SECTION 2: VICE-CHAIR

- a) The Vice-Chair shall, during the absence or disability of the Chair, possess all the powers and perform the duties of the Chair.
- b) The Vice-Chair shall record minutes at each meeting and distribute copies to all present at the following

meeting.

- c) The Vice-Chair shall submit a summary version of the minutes each month as an article for insertion in the CAPPO News.
- d) The Vice-Chair shall publish and transmit meeting announcements, directions and agendas to entire membership at least 3 weeks prior to each meeting.

SECTION 3: TREASURER

- a) The Treasurer shall collect all accounts and keep a record of all transactions and financial accounts of the Association; be a custodian of all monies belonging to the Association.
- b) The Treasurer shall prepare and distribute monthly and annual financial reports to the membership.
- c) The Treasurer shall deliver to successors all monies, records, documents and any other property belonging to the Association.
- d) The Treasurer shall make available to the audit committee all reports requested for the audit. All material, records, etc., shall be given to the new Treasurer within thirty days of the election/appointment.
- e) Audit: a full audit must be conducted every time a new Treasurer takes office, or every three years if the same Treasurer remains in office. Audit committee should consist of Treasurer, Chair and one volunteer member. Audit Committee should be coordinated by the current Treasurer, with members voted upon by the membership. Audit to be conducted within one month of the new Treasurer taking office, or within one month of current Treasurer's 3rd year in office. Results of audit to be presented by current Treasurer to membership within one month of audit.

- f) Lunch Costs: Due to planning and costs associated with hosting a lunch meeting, all attendees must make reservations. Cancellations received at least 24 hours prior to the meeting will be honored. Failure to provide a minimum of 24 hours notice of cancellation will result in being charged for the missed lunch. It is the Treasurer's responsibility to notify agencies and ensure payment.

ARTICLE X
DUTIES OF HOSTING AGENCY

SECTION 1: HOSTING AGENCY

- a) Shall make all necessary physical and program arrangements for all meetings. Program topics, whenever possible, should enhance purchasing professional development.
- b) Shall, through the Office of the Chair, notify the Vice Chair of the meeting details at least one month prior to the meeting.
- c) Shall be assigned by the Chair on a rotating basis, as required.

ATTACHMENT #1 TO BY-LAWS

Revised: September 22, 2004

RECORD OF ACTION

Date Voted:

- ?? No meetings will be held during the months of June and July due to fiscal year-end schedules.
- 9/27/00 Change association year to start in February to coincide with CAPPO, Inc. New officers take office in Feb. New officers to be sworn in by outgoing Chair.
- 3/01 Lunch cost established at \$15.00 per person. Hosting agencies should plan budget accordingly.
- 3/01 Satellite Group to pay the Registration fee to send the current Chair to the annual CAPPO Conference, to ensure representation at the Satellite sessions.
- 9/25/02 Membership Recruitment Rewards Program.
In order to increase our membership, we approved:
1. Each paid CAPPO member who recruits a new paid member will receive a \$5.00 CAPPO Cash certificate.
 2. The first paid CAPPO member to recruit a new paid member will receive a \$25.00 CAPPO cash certificate. The new member gets a free lunch.
 3. The Treasurer will keep an attendance list throughout the year, and the person who attended the most meetings will receive a \$15.00 CAPPO Cash certificate. In the event of a tie, the Treasurer will draw for the winner.
 4. The person who recruits the most new members will receive a \$50.00 CAPPO cash certificate. The name of the new member and the name of the recruiter will be recorded by the Vice Chair in the minutes of the meeting. This list will be maintained by the Vice Chair.

ATTACHMENT #1, CONTINUED (page 2)

5. Note: CAPPO Cash certificates may be used toward the purchase of CAPPO seminars, CAPPO conference registrations, or items available through the CAPPO office (mugs, pins, t-shirts, books, etc).
6. Note: All new memberships should be reported to the Chair, who will direct the Vice Chair to verify membership status with the CAPPO office, prior to rewards being given.
7. Note: these rewards will be given each year, and timelines will start over at the beginning of each CAPPO year (March).

- 10/23/02 Originally approved 4/24/99 for the gift for outgoing chair, this vote expands on the concept. To provide structure for 'gift' expenses; cost control; and a method for such expenditures without having to discuss them in front of potential recipients, we voted to allow monies to be spent out of the Treasury, as needed, and at the discretion of the Chair, as follows: up to \$50 (for thank you gifts for outgoing Chair, flowers for illness/bereavement, etc), and up to \$100 (for cake, flowers, gift, etc for special retirement celebrations)
- 10/23/02 All 'votes' that are passed at monthly meetings will be incorporated into Bylaws Attachment #1. Since the item will already have been approved, the bylaw change will not require another vote.
- 12/18/02 Voted to change name from 'San Diego Public Purchasing Association' to 'CAPPO San Diego, a chapter of the California Association of Public Purchasing Officers', and to update the by-laws accordingly. Name change was in response to CAPPO State Board request.
- 4/23/03 Voted to approve Scholarship Program and forms. Courses eligible for scholarship consideration are CAPPO annual conference, local CAPPO seminars, C.P.M. or A.P.P. review courses. Forms to be available on CAPPO SD website.

9/22/04

Voted to authorize \$100 to buy CAPPO memorabilia to be used as gifts for speakers at monthly meetings. Items to be purchased, maintained and distributed by Chair.

ATTACHMENT #2 TO BY-LAWS

Revised: October 24, 2002

CALENDAR OF EVENTS

January	Usually dark, due to conference
February	New officers sworn in at end of business session Recognition of outgoing Chair Announce winners of Membership Recruitment rewards (see Attachment #1 to the ByLaws, 9/25/02, items #3 and #4)
March	First meeting conducted by new officers Membership recruitment rewards program starts again.
April	
May	Consider annual revision to By-Laws
June	Dark due to fiscal year-end schedules
July	Dark due to fiscal year-end schedules
August	
September	Discuss scholarships (and due date for submission) for upcoming annual conference.
October	Chair to appoint nominating committee
November	Nominations announced Meeting date may change due to holidays
December	Election of new officers Meeting date may change due to holidays Route sign-up sheet for next year's meeting schedule