

# MIDDLE TENNESSEE PUBLIC PURCHASING ASSOCIATION

## Chapter No. 22 of the National Institute of Governmental Purchasing



**MTPPA Newsletter**

**July - September, 2008**

### Dear public purchasing colleagues:

Let's pause and reflect on our life as a chapter during the last three months: In April, the chapter's professional development committee (chaired by 1<sup>st</sup> Vice President **Sheila Douglas**, CPPB) offered the LEAP professional development course on planning, scheduling & requirements analysis. Thanks to Vice President **Kim Hopkins**, CPPB, for arranging such excellent programs, **George Street**, CPPO, of the Tennessee Emergency Management Agency, came to our chapter meeting in April and discussed emergency preparedness, including how it relates to our field of public procurement. In May, we took time out for an in-depth review and discussion of our chapter's 2007 audit, and then had some fun (again thanks to VP **Kim**) with procurement jeopardy. **Janie Porter** of the State of Tennessee's Office of the Attorney General was our guest in June and spoke on the subject of bid protests. Also in June, the chapter board of directors presented a 2008 budget to the chapter, and an ad hoc committee presented a recommendation to revise the chapter Constitution and Bylaws. It's been a busy quarter!

Looking forward to the third quarter, we have more top-notch monthly speakers and programs scheduled, another LEAP professional development opportunity for you to participate in (Legal Aspects), and a chapter anniversary to celebrate! See inside for details.

I for one continue to be proud to be a member of a most valuable and worthwhile profession, and a member of an organization that promotes best practices within that profession. As our NIGP purchasing month buttons say, **Government Procurement!**

Finally, I know I speak for the board when I say we welcome your comments and suggestions. Please do not hesitate to express them to any of us. See contact information below and inside. We appreciate your continued support and involvement in 2008. See you at our monthly meetings!

Yours very truly,

**Brian Wilcox**  
2008 President, MTPPA  
[brianw@franklin-gov.com](mailto:brianw@franklin-gov.com); 550-6614

### Help wanted!

- To stretch our chapter budget a little further, we would like for two or three chapter members to take on the subject of **chapter fund-raising**. Specifically, the charge of this ad hoc committee would be develop and then implement, within the next four months or so, a fund-raising plan that is widely supported by the membership.
- As we approach the September anniversary and celebration of the establishment of our chapter (see article inside), wouldn't it be fun if we celebrated our history as a chapter by posting on our website a **chapter timeline**? Would two or three chapter members be willing to research and collect the information, and organize and present it in a creative and informative format?

For more information or to express interest in assisting the chapter in either of these capacities, please contact Brian Wilcox ([brianw@franklin-gov.com](mailto:brianw@franklin-gov.com); 615/550-6614).

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- Spotlight on the NIGP Code of Ethics (p. 8)

Check out our chapter website (<http://www.mtppa.net/>). Thank you 2008 chapter webmaster **Cassandra Swan** ([cassandra.swan@nashintl.com](mailto:cassandra.swan@nashintl.com)) for your service to the chapter!

**Why does MTPPA exist?** According to our Chapter Constitution:

The objectives of this chapter are:

- to establish cooperative relationships among its members for the development of efficient purchasing methods and practices in the field of educational, governmental and public institutional procurement;
- to encourage maintenance of ethical standards in buying and selling;
- to promote uniform public purchasing laws and simplified standards and specifications;
- to collect and disseminate useful information for its members;
- to promote the interchange of ideas and experiences within the purchasing professions;
- to encourage research and investigation and to sponsor such other activities as maybe useful in providing its members with knowledge for efficient procurement; and
- to strive by all legitimate means to advance the purchasing profession.

**NIGP...Just the Facts:**

- Total number of NIGP member agencies is 2438.
- Total number of individuals this represents is 15,460.
- Total number of NIGP Chapters is 76.
- Total number of chapter members reported by chapters is 11,585.
- To view the annual NIGP 2007 Diversity and Demographic Data, go to <http://www.nigp.org/geninfo/2007DiversityReport.pdf>.
- To view and/or update your NIGP member profile, go to <http://www.nigp.org/>, click on "Members Only" and then "My Member Profile."

<b>MTPPA 2008 Chapter Officers and Board of Directors</b>				
President	Brian Wilcox	City of Franklin	615/550-6614	<a href="mailto:brianw@franklin-gov.com">brianw@franklin-gov.com</a>
Vice President, Programs	Kim Hopkins	Metro Nashville	615/862-6748	<a href="mailto:kim.hopkins@nashville.gov">kim.hopkins@nashville.gov</a>
1 <sup>st</sup> Vice President, Prof. Development	Sheila Douglas	Nashville Electric Service	615/747-3823	<a href="mailto:sdouglas@nespower.com">sdouglas@nespower.com</a>
2 <sup>nd</sup> Vice President, Membership	Stephen Yates	State of Tennessee	615/741-3856	<a href="mailto:stephen.yates@state.tn.us">stephen.yates@state.tn.us</a>
Secretary	Ken Hackett	Metro Nashville	615/862-6648	<a href="mailto:ken.hackett@nashville.gov">ken.hackett@nashville.gov</a>
Treasurer	Sondra Howe	State of Tennessee	615/719-1243	<a href="mailto:sondra.howe@state.tn.us">sondra.howe@state.tn.us</a>
Immediate Past President	Curry Corder	Metro Nashville Public Schools	615/271-1743	<a href="mailto:curry.corder@mnps.org">curry.corder@mnps.org</a>

**MTPPA Newsletter is published by  
Middle Tennessee Public Purchasing Association,  
a chapter of the National Institute of Governmental Purchasing.**

**Please send chapter news items and articles of interest to Brian Wilcox at  
[brianw@franklin-gov.com](mailto:brianw@franklin-gov.com).**

**MTPPA 2008 Chapter Standing Committees (as of 06/30/2008)\***

**Program Committee:**

Hopkins, Kim	Metro Nashville	615/862-6748	<a href="mailto:kim.hopkins@nashville.gov">kim.hopkins@nashville.gov</a>

**Professional Development Committee:**

Douglas, Sheila	Nashville Electric Service	615/747-3823	<a href="mailto:sdouglas@nespower.com">sdouglas@nespower.com</a>
Anderson, Darin	Nashville Electric Service	615/747-3742	<a href="mailto:danderson@nespower.com">danderson@nespower.com</a>

**Membership Committee:**

Yates, Stephen	State of Tennessee	615/741-3856	<a href="mailto:stephen.yates@state.tn.us">stephen.yates@state.tn.us</a>
Anderson, Darin	Nashville Electric Service	615/747-3742	<a href="mailto:danderson@nespower.com">danderson@nespower.com</a>
Cole, Paula	State of Tennessee	615/532-2314	<a href="mailto:paula.cole@state.tn.us">paula.cole@state.tn.us</a>
Crowley, Helen	State of Tennessee	615/741-3836	<a href="mailto:helen.crowley@state.tn.us">helen.crowley@state.tn.us</a>
Douglas, Sheila	Nashville Electric Service	615/747-3823	<a href="mailto:sdouglas@nespower.com">sdouglas@nespower.com</a>
Johnson, Jeaneene	State of Tennessee	615/741-3924	<a href="mailto:jeaneene.johnson@state.tn.us">jeaneene.johnson@state.tn.us</a>
Polak, Greg	State of Tennessee	615/741-1836	<a href="mailto:greg.polak@state.tn.us">greg.polak@state.tn.us</a>

**Nominating Committee:**

Melton, Stan	Metro Nashville	615/862-6669	<a href="mailto:stan.melton@nashville.gov">stan.melton@nashville.gov</a>
Corbitt, Deborah	Nashville Electric Service	615/747-3822	<a href="mailto:dcorbitt@nespower.com">dcorbitt@nespower.com</a>
Edwards, Pat	Metro Nashville	615/862-6638	<a href="mailto:pat.edwards@nashville.gov">pat.edwards@nashville.gov</a>

**Audit Committee:**

Corder, Curry	Metro Nashville Public Schools	615/271-1743	<a href="mailto:curry.corder@mnps.org">curry.corder@mnps.org</a>
Cochran, Amanda	Nashville Electric Service	615/747-3759	<a href="mailto:acochran@nespower.com">acochran@nespower.com</a>
Thompson, Jay	Nashville Electric Service	615/747-3758	<a href="mailto:jethompson@nespower.com">jethompson@nespower.com</a>

**Purchasing Month / Chapter Awards Committee:**

McDonald, Angie	Metro Nashville	615/862-6664	<a href="mailto:angie.mcdonald@nashville.gov">angie.mcdonald@nashville.gov</a>
Cochran, Amanda	Nashville Electric Service	615/747-3759	<a href="mailto:acochran@nespower.com">acochran@nespower.com</a>
Nowlin, Quinn	State of Tennessee	615/741-4916	<a href="mailto:quinn.t.nowlin@state.tn.us">quinn.t.nowlin@state.tn.us</a>

**Special Events Committee:**

Helen Crowley	State of Tennessee	615/741-3836	<a href="mailto:helen.crowley@state.tn.us">helen.crowley@state.tn.us</a>
Sandra Wilson	State of Tennessee	615/741-1010	<a href="mailto:sandra.g.wilson@state.tn.us">sandra.g.wilson@state.tn.us</a>

\*First person listed is chair of the committee.

**Changes to UPPCC Certification Testing**

The following information about changes to UPPCC certification testing was distributed in June by 2008 MTPPA 1<sup>st</sup> VP **Sheila Douglas**. The recertification component of CPPO and CPPB will not be impacted by these changes. For more information, please contact Sheila ([sdouglas@nespower.com](mailto:sdouglas@nespower.com)).

**2008-2010 Exam Schedule:** Beginning with the first testing window in Fall, 2008, all testing for UPPCC certification will be administered by Thomson Prometric's Professional Testing Network via computer. Examinations will be delivered daily, Monday thru Saturday, at a time and location selected by the candidate within the more than 300 testing centers across the U.S. and Canada. Fall examinations will always be administered during the last full week in October. Spring examinations will always be administered during the first full week in May. Advanced application is required. Please see exam schedule and associated deadlines below:

	<b>Fall, 2008</b>	<b>Spring, 2009</b>	<b>Fall, 2009</b>	<b>Spring, 2010</b>
Application Submission Deadline	July 21, 2008	February 2, 2009	July 27, 2009	February 1, 2010
Application Submission Late Deadline	August 4, 2008	February 16, 2009	August 10, 2009	February 15, 2010
Exam Registration Deadline	September 15, 2008	March 30, 2009	September 21, 2009	March 29, 2010
Testing Dates	October 20-25, 2008	May 4-9, 2009	October 26-31, 2009	May 3-8, 2010

**Updated Content:** *The new exams will be based on the 2007 Job Analysis Study. The Job Analysis dictates the content and number of questions to be tested on the certification exams. The current exams are based on the 1997 Study.*

The new exams will be composed primarily of situational/scenario-based questions; however all examination questions will be in a multiple-choice, four-option format. The computer screen will display a single multiple choice test question to the candidate with four possible options. Candidates will click on their selected response which is recorded. Selecting a response will prompt the next question to be displayed on the screen.

Situational/scenario-based questions test candidates not only on their knowledge, but also their ability to apply knowledge gained from study and on-the-job experience. UPPCC provides a few samples of the new style of questions at the website [http://www.uppcc.org/resources/practice\\_exam.aspx](http://www.uppcc.org/resources/practice_exam.aspx). There are a total of 175 multiple-choice questions. Candidates taking the new examinations will be permitted 3.5 hours of testing time.

**Application and Registration Process:** Advanced registration is required and only eligible candidates who have first successfully completed the application process are eligible to register for the examination. Approved applicants must schedule their exam with Thomson Prometric by the published registration deadline, which is five weeks prior to the start of the scheduled testing window. The application review process takes approximately 4-6 weeks. The UPPCC will accept late applications during a two-week period following the published deadline. Applications that arrive during this two-week period must include a late fee of \$50. UPPCC will assume that applications received after the late period are applications for the next testing window. Examination can be rescheduled with Prometric during the six-day testing window; however, a rescheduling/cancellation fee will be assessed on rescheduling/cancellations made less than 30 days prior to the scheduled examination. The fee assessed will be determined based on the amount of advanced notice provided to the testing agency. No fee will be assessed for rescheduling/cancellations made more than 30 days prior to the scheduled testing date.

**Test Results:** Results will be mailed to your home address within 4-6 weeks following testing window. If you fail the test, the new examinations will be offered two times per year, which amounts to 4 opportunities to test under the 2-year life of an application. As with the existing programs, a re-examination fee will be assessed at the time of subsequent registrations for the examination.

**Local Testing Locations:** The following table lists local Thomson Prometric testing locations:

<p><b>Prometric Test Center</b> 220 Forbes Ave., Suite B Clarksville, TN 37040 Telephone: 931/647-2003 Site Code: 1011</p>	<p><b>Prometric Test Center</b> 304 Williamson Square (co-located with <b>Sylvan Learning Ctr.</b>) Franklin, TN 37064 Telephone: 615/790-5018 Site Code: 1018</p>	<p><b>Prometric Test Center</b> 1685 Gallatin Road North Madison, TN 37115 Telephone: 615/860-0376 Site Code: 1015</p>
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**News of the Chapter:**

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**Monthly chapter meeting program speakers scheduled for July-September** (for more information, please contact VP Kim Hopkins [kim.hopkins@nashville.gov](mailto:kim.hopkins@nashville.gov) :

- **July:** Allen Wright, HCA/Healthtrust - Contracts.
  - **August:** Lynn Steck, Nashville Airport Authority Purchasing Agent.
  - **September:** Kirk Buffington, NIGP President, chapter anniversary (see separate article).
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**Professional Development update for 2008** (for more information, please contact 1<sup>st</sup> VP Sheila Douglas [sdouglas@nespower.com](mailto:sdouglas@nespower.com) :

- **July 21** - Application submission deadline for Fall, 2008 UPPCC certification testing (see details, p. 4).
  - **October 15-17 LEAP Class** - Legal Aspects of Public Purchasing (to be hosted by Nashville Electric Service; to register, go to <http://www.nigp.org/educate/outline/LGL-TN.htm>; for a course description and details, go to <http://www.nigp.org/educate/outline/LGL.htm>).
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**Membership Committee ambitions for 2008** (for more information, please contact 2<sup>nd</sup> VP Stephen Yates [stephen.yates@state.tn.us](mailto:stephen.yates@state.tn.us) :

The 2008 Membership Committee has organized itself to tackle the following functions during the course of the year:

- **Welcome** chapter members, first-time attendees, guests and visitors at chapter meetings (**Darin Anderson, Helen Crowley & Sheila Douglas**).
  - **Recruit** public purchasing professionals to join MTPPA, especially from agencies located in Davidson or an adjacent county but not currently represented in our membership (**Greg Polak**).
  - **Spotlight** a chapter member on a quarterly basis so we may become better acquainted with our colleagues (**Sandra Wilson**).
  - Post and maintain on the chapter website a **membership directory** with photographs and current contact information for each member of MTPPA (**Paula Cole**).
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**NIGP president Kirk Buffington to help MTPPA celebrate its anniversary 9/18!**

MTPPA was chartered on September 1, 1980, so this year we celebrate our 28<sup>th</sup> anniversary as a chapter. Through NIGP's Official Chapter Visit Program whereby NIGP provides for one official visit per chapter at least once every 4 years at no cost to the chapter, MTPPA is eligible for such a visit this year. Your board of directors has selected our anniversary month chapter meeting as the occasion for this visit, and VP **Kim Hopkins** has arranged for none other than the then-president of NIGP, Mr. **Kirk Buffington**, CPPO, to be our designated "visitor." Mr. Buffington is the Director of Procurement Services for the City of Fort Lauderdale, Florida - a position he has held since 1998. He brings 19 years of procurement experience to the profession - including 17 years in public procurement for Florida municipal and county governments. Please make plans to attend the September chapter meeting and help us welcome Mr. Buffington as we celebrate our anniversary.

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**Amendments to chapter Constitution and Bylaws proposed.**

A committee chaired by VP **Kim Hopkins** and also including MTPPA members **Angie McDonald** and **Clyde Hicks** has reviewed, endorsed, forwarded to the chapter membership for its consideration and, at the June chapter meeting, discussed various amendments to the chapter's Constitution and Bylaws as recommended by NIGP legal counsel (at no charge to the chapter). These amendments are necessary, according to the legal counsel, in order for MTPPA to qualify as a §501(c)(3) organization, a continuing goal of the chapter being pursued by 2007 president **Curry Corder**. The committee has prepared and distributed a document showing the changes, a copy of which is attached to this newsletter. The chapter membership in attendance on July 17 will be asked to vote on whether to approve the recommended amendments. If you have any questions or concerns about the proposed changes, please contact any member of the review committee.

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**Board of Directors presents 2008 chapter budget.**

Chapter 2008 Treasurer **Sondra Howe** has spearheaded a concerted effort by the board of directors to prepare a chapter budget for 2008, one of the board's 2008 goals. Sondra presented and reviewed the budget at the June 19 chapter meeting. A copy of the budget as revised to reflect member feedback at that meeting is attached to this newsletter. If you have any questions or concerns about the budget as presented, please contact any member of the board of directors.

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**Update on MTPPA membership directory.**

Thanks to the efforts and perseverance of **Paula Cole**, the newly revised and updated MTPPA Membership Directory is now posted on the chapter's website at <http://www.mtpa.net/MTPPA%202008%20Directory.pdf>. Check it out! Paula has scheduled future updates of the membership directory on a quarterly basis, with the next one targeted for September. To update your picture and contact information, please contact Paula ([paula.cole@state.tn.us](mailto:paula.cole@state.tn.us)). Thank you Paula for your time and talents, and please thank your husband Steve for letting us use his wonderful photo of the Nashville skyline on the cover!

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**NIGP's 63<sup>rd</sup> Annual Forum and Products Exposition.** Online Registration to the 63<sup>rd</sup> Annual Forum and Products Exposition is now available. First-time Forum attendees receive a \$50 discount. Here are some FAQs:

- **When is the Forum?** July 26-30, 2008.
- **Where?** Charlotte, North Carolina.
- **Who should attend?** Anyone involved in the purchasing of goods and services for the public sector.
- **Why should you attend?** The NIGP Annual Forum and Products Exposition is the largest North American educational conference **exclusively** for individuals in Public Purchasing! This is a once-a-year opportunity to engage in professional development and to discover new products and services in the Products Expo. Get your share of new ideas, innovative techniques and network with your peers to find out what they are doing to meet the demands placed on them by their customers and constituencies.
- **Where can I get more information?** Go to the NIGP 2008 Forum website (<http://www.nigp.org/events/Forum.htm>) or email NIGP at [forum@nigp.org](mailto:forum@nigp.org) or call NIGP at 1-800-FOR-NIGP, ext. 227 or ext. 242.

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**Goals of the 2008 Board:** Here is a brief update on the goals your 2008 Board of Directors has set the year:

- Promote professional development by offering LEAP classes and UPPCC certification review and test opportunities: **in progress**.
- Promote broader membership by reaching out to unrepresented public agencies: **in progress**.
- Establish a program of pairing new members with veteran members: **in progress**.
- Promote networking among members: **in progress**.
- Collect membership dues in a timely manner: **completed**, thanks to chapter treasurer **Sondra Howe!**
- Publish in the chapter newsletter and the chapter website a schedule of upcoming events: **in progress**.
- Publish an updated membership directory: **completed**, thanks to **Paula Cole!**
- Pursue excellent programs and speakers for the monthly membership meetings: **in progress**.
- Comply with NIGP submittal deadlines for chapter officer and member data and financial report: **completed**, thanks to chapter treasurer **Sondra Howe!**
- Take advantage of chapter officer orientation training offered by NIGP: **completed**.
- Select and implement as many as appropriate of the best practices recommended by NIGP for chapter operations, using performance criteria identified by NIGP's chapter officer orientation training, "measuring chapter success" and "chapter-of-the-year" award: **in progress**.
- Establish a budget for the chapter's operating revenues and expenses: **completed**, thanks to chapter treasurer **Sondra Howe!**
- Make a recommendation to the chapter about whether dues should be raised effective in 2009: **in progress**.
- Establish a handbook of information to pass on to the 2009 chapter board of directors: **in progress**.
- Not undertake any chapter fundraising unless a specific need presents itself: **in progress**.
- Publish the chapter newsletter on a quarterly basis, with the content to remain focused on news of the chapter, professional development opportunities and achievements, and news of general interest to the membership: **in progress**.
- Consolidate into one monthly e-mail distribution the announcements of the upcoming meeting with the minutes of the previous meeting: **in progress**.
- Meet as a board on a quarterly basis or as needed: **in progress**.

**MTPPA Schedule<sup>1</sup> of Events for 2008:**

<b>Date</b>	<b>Event*</b>
January 17	Regular chapter meeting
February 21	Regular chapter meeting
March 1-31	Purchasing Month
<del>March 13</del>	<del>CPPB Review Class</del>
March 14	CPPB Exam
March 20	Regular chapter meeting (celebrate Purchasing Month)
April 9-11	LEAP Class - Planning, Scheduling & Requirement Analysis
April 17	Regular chapter meeting (to be held at MNPS Board of Education, 2601 Bransford Avenue, Nashville 37204)
May 15	Regular chapter meeting ( )
June 19	Regular chapter meeting
July 17	Regular chapter meeting
July 26-30	NIGP's 63rd Annual Forum and Products Exposition, Charlotte, NC
August 21	Regular chapter meeting
September 18	Regular chapter meeting (NIGP President Kirk Buffington to help MTPPA celebrate its 28 <sup>th</sup> anniversary)
October 15-17	LEAP Class - Legal Aspects of Public Purchasing
October 16	Regular chapter meeting (including presentation of slate of nominees for 2009 chapter board of directors)
November DD	Chapter meeting (including election of 2009 chapter board of directors) (date, time and location to be announced)
December DD	Chapter meeting (including installation of 2009 chapter board of directors) (date, time and location to be announced)
*	<i>Unless noted otherwise, regular chapter meetings are held at the headquarters of Nashville Electric Service, 1214 Church Street, Nashville (37246), and are scheduled for 11:30 a.m. to 1:00 p.m.</i>

<sup>1</sup> Current as of June 30, 2008.

**Spotlight on the *NIGP Code of Ethics*:**

Most of us are aware that a condition of membership in NIGP is acceptance of the *NIGP Code of Ethics*. But when was the last time you took a look at the Code? Did you know that "guidelines" accompany the Code?

Over the course of 2008, this section of the *MTPPA Newsletter* is presenting two or three of the eleven guidelines that accompany the *NIGP Code of Ethics*. This issue of the *MTPPA Newsletter* presents *NIGP Code of Ethics* guideline nos. 7 and 8:

**VII. RELATIONSHIP WITH THE SUPPLIER**

- Maintain and practice, to the highest degree possible, business ethics, professional courtesy, and competence in all transactions.
- Association with suppliers at lunches, dinners or business organization meetings is an acceptable professional practice enabling the buyer to establish better business relations provided that the buyer keeps free of obligation. Accordingly, it is strongly recommended that if a seller pays for an activity that the buyer reciprocate.
- Purchase without prejudice, striving to obtain the maximum value for each dollar of expenditure.

- Preclude from showing favoritism or be influenced by suppliers through the acceptance of gifts, gratuities, loans or favors. Gifts of a nominal value that display the name of a firm which is intended for advertisement may or may not be accepted in accordance with the recipient's own conscience or jurisdictional rules.
- Adhere to and protect the supplier's business and legal rights to confidentiality for trade secrets, and other proprietary information.
- Refrain from publicly endorsing products.

**VIII. RELATIONSHIP WITH THE EMPLOYER**

- Remain free of any and all interests and activities which are or could be detrimental or in conflict with the best interests of the employer.
- Refrain from engaging in activities where the buyer has a significant personal or indirect financial interest.
- Exercise discretionary authority on behalf of the employer.
- Avoid acquiring interest or incurring obligations that could conflict with the interests of the employer.

The complete text of the *NIGP Code of Ethics* may be found on NIGP's website at <http://www.nigp.org/genlinfo/2001CodeofEthics.pdf>.

**MIDDLE TENNESSEE PURCHASING ASSOCIATION**

**CONSTITUTION (AS OF 06/19/2008)** to cooperate with NIGP, other NIGP chapters, or other groups interested in public purchasing issues.

<p><b>Article I-Name</b> 1. The name of this chapter shall be the Mid-TN Public Purchasing Association (MTPPA), a chapter of NIGP.</p>	<p><b>Article I—NAME</b> 1. The name of this association shall be the Middle Tennessee Public Purchasing Association (MTPPA). It shall be a chapter of the National Institute of Governmental Purchasing (“NIGP”).</p>
<p><b>Article II-Objective</b> 1. The objectives of this chapter are to establish cooperative relationships among its members for the development of efficient purchasing methods and practices in the field of educational, governmental and public institutional procurement; to encourage maintenance of ethical standards in buying and selling; to promote uniform public purchasing laws and simplified standards and specifications; to collect and disseminate useful information for its members; to promote the interchange of ideas and experiences within the purchasing professions; to encourage research and investigation and to sponsor such other activities as maybe useful in providing its members with knowledge for efficient procurement; and to strive by all legitimate means to advance the purchasing profession.</p>	<p><b>Article II—PURPOSES</b> This association is organized and shall be administered and operated exclusively to receive, administer and expend funds for the following charitable and educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986:</p> <ol style="list-style-type: none"><li>1. To promote ethical, efficient and cost-effective public purchasing policies and practices;</li><li>2. To provide educational programs, products and services for public purchasing personnel;</li><li>3. To enable public purchasing personnel to exchange useful information about policies, practices, procedures, products and services of common interest;</li><li>4. To otherwise facilitate the conduct of purchasing activities by government and other public agencies;</li><li>5. To cooperate with NIGP, other NIGP chapters or other groups interested in public purchasing issues.</li><li>6. To engage in any and all lawful activities to accomplish the foregoing purposes, except as restricted herein.</li></ol>

**MIDDLE TENNESSEE PURCHASING ASSOCIATION**

**CONSTITUTION (AS OF 06/19/2008)** to cooperate with NIGP, other NIGP chapters, or other groups interested in public purchasing issues.

	<p>In order to accomplish the foregoing charitable and educational purposes, and for no other purpose or purposes, this association shall also have all of the powers granted to nonprofit association by applicable state law; provided, however, that this association shall no, except to and in any substantial degree, engage in any activities or exercise any powers that are not in furtherance of the primary purposes of this corporation.</p>
<p>Article III-Membership 1. The membership shall consist of regular, honorary and retired memberships.</p>	<p><b>Article III-Membership</b> 1. The membership shall consist of regular, honorary and retired memberships.</p>
<p>2. <i>Membership.</i> Membership in the chapter shall be open to: (A) All public institution procurement personnel including Federal, State, County, municipal and township activities, public school systems, colleges, universities, hospitals, commissions, authorities and any other political subdivisions of the State, that are eligible to hold membership in NIGP.</p>	<p>2. Membership. Membership in the <b>association</b> shall be open to: (A) All public institution procurement personnel including Federal, State, County, municipal and township activities, public school systems, colleges, universities, hospitals, commissions, authorities and any other political subdivisions of the State, that are eligible to hold membership in NIGP.</p>
<p>(B) Full-time employees of NIGP member agencies provided he or she spends a portion of their time involved in purchasing or the materials management function.</p>	<p>(B) Full-time employees of NIGP member agencies provided he or she spends a portion of their time involved in purchasing or the materials management function.</p>
<p>(C) National members of NIGP.</p>	<p>(C) <b>Individual</b> members of NIGP.</p>
<p>(D) Anyone in the middle Tennessee area that holds NIGP certifications of CPPB or CPPO.</p>	<p>(D) Anyone in the middle Tennessee area that holds the <b>UPPCC</b> certification of CPPB or CPPO.</p>
<p>3. <i>Honorary Membership.</i> Honorary membership maybe conferred by unanimous vote of the members</p>	<p>3. Honorary Membership. Honorary membership maybe conferred by unanimous vote of the members</p>

**MIDDLE TENNESSEE PURCHASING ASSOCIATION**

**CONSTITUTION (AS OF 06/19/2008)** to cooperate with NIGP, other NIGP chapters, or other groups interested in public purchasing issues.

<p>upon individuals who have made distinguished contributions to the purchasing profession or this chapter. Honorary members shall not be entitled to vote or hold office and shall be exempt from payment of fees and dues.</p>	<p>upon individuals who have made distinguished contributions to the purchasing profession or this <b>association</b>. Honorary members shall not be entitled to vote or hold office and shall be exempt from payment of fees and dues.</p>
<p>4. <i>Retired Membership.</i> Retired membership maybe conferred upon members of this chapter upon their retirement from the pursuit of their livelihood through active employment, and upon written request for such membership. Retired members shall not be entitled to vote or hold office and shall be exempt from payment of fees and dues.</p>	<p>4. Retired Membership. Retired membership maybe conferred upon members of this <b>association</b> upon their retirement from the pursuit of their livelihood through active employment, and upon written request for such membership. Retired members shall not be entitled to vote or hold office and shall be exempt from payment of fees and dues.</p>
<p>5. <i>Admission.</i> An applicant becomes a member upon acceptance of the application and payment of dues.</p>	<p>5. Admission. An applicant becomes a member upon acceptance of the application and payment of dues.</p>
<p>Article IV-Officers and Administration 1. <i>Board of Directors.</i> The governing body of this chapter will be a Board of Directors consisting of the Immediate Past President, the President, Vice President, First-Vice President, Second-Vice President, Secretary and Treasurer. The members of the Board shall act in an advisory position and shall attend all Board of Directors Meetings.</p>	<p><b>Article IV—Officers and Administration</b> 1. Board of Directors. The governing body of this <b>association</b> will be a Board of Directors consisting of the Immediate Past President, the President, Vice-President, First-Vice President, Second-Vice President, Secretary and Treasurer. 2. Officers. The officers of the association shall be the President, Vice-President, First-Vice President, Second-Vice President, Secretary and Treasurer.</p>
<p>2. The <i>President</i> shall exercise a general supervision over the affairs of the chapter, preside over all meetings of the chapter, be a member ex-officio of all committees and perform all duties incident to the office of the president.</p>	<p>3. The President shall exercise a general supervision over the affairs of the <b>association</b>, preside over all meetings of the chapter, be a member ex-officio of all committees and perform all duties incident to the office of the president.</p>

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<p>3. The <i>Vice-President</i> shall preside over the Program Committee and shall perform duties as assigned to him by the President.</p>	<p>4. The Vice-President shall preside over the Program Committee and shall perform duties as assigned to him by the President.</p>
<p>4. The <i>First-Vice President</i> shall preside over the Professional Development Committee and shall perform such duties as are assigned to him by the President.</p>	<p>5. The First-Vice President shall preside over the Professional Development Committee and shall perform such duties as are assigned to him by the President.</p>
<p>5. The <i>Second-Vice President</i> shall preside over the Membership Committee and shall perform such duties as are assigned to him by the President.</p>	<p>6. The Second-Vice President shall preside over the Membership Committee and shall perform such duties as are assigned to him by the President.</p>
<p>6. The <i>Secretary</i> shall maintain a written record of the proceedings of all meetings of the chapter and perform the usual duties of secretary.</p>	<p>7. The Secretary shall maintain a written record of the proceedings of all meetings of the <b>association</b> and perform the usual duties of secretary.</p>
<p>7. The <i>Treasurer</i> shall be responsible for the funds of the chapter, shall maintain a complete record of receipts and disbursements, and shall render a true and complete report relative of the affairs of this office at each meeting. Application and dues from potential members are received by the Treasurer and once funds are verified, the applications will be sent to the 2<sup>nd</sup> Vice President for processing.</p>	<p>8. The Treasurer shall be responsible for the funds of the <b>association</b>, shall maintain a complete record of receipts and disbursements, and shall render a true and complete report relative of the affairs of this office at each meeting. Application and dues from potential members are received by the Treasurer and once funds are verified, the applications will be sent to the 2<sup>nd</sup> Vice President for processing.</p>
	<p><b>Article V—Restrictions on Activities</b>          1. No part of the net income of the association shall inure to the benefit of or be distributable to its directors, officers, or other private persons, except that the association shall be authorized and empowered to pay reasonable compensation for</p>

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	<p>services actually rendered and to make payments and distributions in furtherance of the purposes and objects set forth in Article 3 hereof. No substantial part of the activities of the association shall be the carrying on of propaganda or otherwise attempting to influence legislation, and the association shall not participate in or intervene in any political campaign on behalf of or against any candidate for public office.</p>
	<p>2. Notwithstanding any other provisions set forth in this Constitution, at any time during which it is deemed a private foundation, the association shall not engage in any act of self-dealing as defined in Section 4941(d) of the Internal Revenue Code of 1986; the association shall distribute its income for each taxable year at such time and in such manner as not to become subject to the tax on undistributed income imposed by section 4921 of the Internal Code of 1986; the association shall not own any excess business holdings that would subject it to tax under Section 4943 of the Internal Revenue Code of 1986; the association shall not make any investments in such manner as to subject it to the tax imposed by Section 4944 of the Internal Revenue Code of 1986; and the association shall not make any taxable expenditures as defined in Section 4945(d) of the Internal Revenue Code of 1986. Any reference in this document to any section of the Internal Revenue Code of 1986 shall be deemed to</p>

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	incorporate by reference the corresponding provisions of any subsequent federal tax laws.
	3. Notwithstanding any other provision of these Articles, the association shall not conduct or carry on any activities not permitted to conducted or carried on by any organization exempt under Section 501(c)(3) of the Internal Revenue Code of 1986, or by an organization contributions to which are to be deductible under Section 170(c)(2) of such Code.
	<b>Article VI—Distribution of Assets on Dissolution</b> Upon the dissolution of this association or the winding up of its affairs, the assets of the association shall be distributed exclusively to the National Institute of Governmental Purchasing, Inc. (“NIGP”), a Wisconsin nonprofit corporation, if NIGP is then exempt from federal income tax under §501(c)(3), and contributions to NIGP are then deductible under §170(c)(2) of the Internal Revenue Code of 1986, for the association’s charitable and educational purposes; and if not, then to other organizations that are then exempt from federal income tax under §501(c)(3), and to which contributions are then deductible under §170(c)(2) of the Internal Revenue Code of 1986.
<b>BY-LAWS</b>	
Article I-Election of Officers 1. Officers shall be elected at the November meeting date of the organization from a slate of candidates present by a nominating committee and	Article I-Election of Officers 1. Officers shall be elected annually at the November meeting date of the association from a slate of candidates present by a nominating

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any eligible members nominated from the floor. A majority of those voting will be required for a candidate to win election.	committee and any eligible members nominated from the floor. A majority of those voting will be required for a candidate to win election.
2. No member of this chapter shall be considered for any office unless he or she has been a member in good standing for at least one year immediately proceeding the election and must remain a member in good standing while in office. At least three of the nominees for officers must be National members for the slate to be valid.	2. No member of this <b>association</b> shall be considered for any office unless he or she has been a member in good standing for at least one year immediately <b>preceding</b> the election and must remain a member in good standing while in office. At least three of the nominees for officers must be National members for the slate to be valid.
<b>Article II-Term of Office</b> The term of office of all officers shall commence January 1 <sup>st</sup> of each year.	<b>Article II-Term of Office</b> 1. The term of office of all officers shall commence January 1 <sup>st</sup> of each year.
2. The term of office of all officers shall be a term of one year or until their successor is elected.	2. The term of office of all officers shall be a term of one year or until their successor is elected.
3. No person shall be eligible to serve more than two consecutive terms in the same office.	3. No person shall be eligible to serve more than two consecutive terms in the same office.
4. In filling vacancies for unexpired terms, an officer who has served more than half a term in an office is considered to have served a full term.	4. In filling vacancies for unexpired terms, an officer who has served more than half a term in an office is considered to have served a full term.
<b>Article III-Vacancies</b> 1. If a vacancy of the Presidency occurs, the Vice-President shall move in the office for the remainder of the term. In turn, the vacancy of the office of the Vice President will be filled by the voting of simple majority of the members present at the next scheduled meeting of the membership.	<b>Article III-Vacancies</b> 1. If a vacancy of the Presidency occurs, the Vice-President shall <b>succeed to</b> the office for the remainder of the term. In turn, the vacancy of the office of the Vice President will be filled by the voting of simple majority of the members present at the next scheduled meeting of the membership

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<p>2. In the event of a vacancy in the office of any officer other than the President, there will be an election by a simple majority of members present at the next scheduled meeting of the membership.</p>	<p>2. In the event of a vacancy in the office of any officer other than the President, there will be an election by a simple majority of members present at the next scheduled meeting of the membership.</p>
<p><b>Article IV-Dues</b> 1. Dues will be assessed members on an individual basis. Amount of dues to be set by simple majority vote of members present by recommendation of the Board of Directors at a regular meeting.</p>	<p><b>Article IV-Dues</b> 1. Dues will be assessed members on an individual basis. Amount of dues to be set by simple majority vote of members present by recommendation of the Board of Directors at a regular meeting.</p>
<p>2. Annual dues shall be payable on or before July 1 of each year. The Secretary shall notify members 30 days in arrears and those whose dues are not paid within thirty (30) days thereafter shall automatically be dropped from membership in the chapter and will not be eligible for re-certification point for that year.</p>	<p>2. Annual dues shall be payable on or before July 1 of each year. The Secretary shall notify members 30 days in arrears and those whose dues are not paid within thirty (30) days thereafter shall automatically be dropped from membership in the <b>association</b>.</p>
<p><b>Article V-Funds</b> 1. A bank account for the chapter shall be maintained with three signatures registered, to include the President, Treasurer and Secretary, any two of which shall be required on all checks.</p>	<p><b>Article V-Funds</b> 1. A bank account for the <b>association</b> shall be maintained with three signatures registered, to include the President, Treasurer and Secretary, any two of which shall be required on all checks.</p>
<p><b>Article VI-Meetings</b> 1. The chapter shall meet the third Thursday of each month unless otherwise ordered by the Chapter. The location is to be determined by the membership.</p>	<p><b>Article VI-Meetings</b> 1. The chapter shall meet the third Thursday of each month unless otherwise ordered by the <b>Association</b>. The location is to be determined by the membership.</p>
<p><b>Article VII-Committees</b> 1. The <i>Nominating Committee</i> shall consist of not less than three members appointed by the President. The Chairman shall be appointed by the President.</p>	<p><b>Article VII-Committees</b> 1. The Nominating Committee shall consist of not less than three members appointed by the President. The Chairman shall be appointed by the President.</p>

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<p>The committee shall receive and evaluate recommendations from the membership regarding individuals suggested for candidacy.</p> <p>The committee shall select at least one candidate for each office for which a term is expiring. This slate of nominees will be turned over to the President no later than five (5) days prior to the meeting.</p> <p>No changes in nominees on this slate may be made after submission to the President except at the request of the nominee.</p> <p>Nominees may be made from the floor at the monthly meeting, but only if the nominee has given expressed permission that his name be place in nomination.</p>	<p>The committee shall receive and evaluate recommendations from the membership regarding individuals suggested for candidacy.</p> <p>The committee shall select at least one candidate for each office for which a term is expiring. This slate of nominees will be turned over to the President no later than five (5) days prior to the meeting.</p> <p>No changes in nominees on this slate may be made after submission to the President except at the request of the nominee.</p> <p>Nominees may be made from the floor at the monthly meeting, but only if the nominee has given expressed permission that his name be place in nomination.</p>
<p>2. <i>Audit Committee.</i> The Audit Committee should be chaired by a Chapter officer other than the Treasurer and responsible directly to the Chapter President. It is the Audit Committee's responsibility to verify that the Chapter's financial procedures and records are in proper and legal order. The Audit Committee should review the financial records of receipt and disbursement at least every six months to ensure proper records are being maintained and legal reports filed as required.</p>	<p>2. Audit Committee. The Audit Committee shall be chaired by an officer other than the Treasurer and responsible directly to the Board of Directors. It is the Audit Committee's responsibility to verify that the association's financial procedures and records are in proper and legal order. The Audit Committee should review the financial records of receipt and disbursement at least every six months to ensure proper records are being maintained and legal reports filed as required.</p>
<p>3. <i>Professional Committee</i> will be chaired by the First-Vice President. The responsibility of this committee will be the professional development of the chapter's membership.</p>	<p>3. Professional Committee will be chaired by the First-Vice President. The responsibility of this committee will be the professional development of the association's membership.</p>

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<p>4. <i>Membership</i> Committee will be chaired by the Second-Vice President. The responsibilities of this committee is to maintain a central file on current membership; also to help facilitate the recruitment of new members to the Chapter.</p>	<p>4. Membership Committee will be chaired by the Second-Vice President. The responsibilities of this committee are to maintain a central file on current membership; also to help facilitate the recruitment of new members.</p>
<p>5. <i>Additional Committees.</i> Additional Committees may be appointed by the President</p>	<p>5. Additional Committees. Additional Committees may be appointed by the President</p>
<p>Article VII-Procedures 1. <i>Quorum.</i> A quorum at a Board Meeting shall consist of a majority of the officers.</p>	<p><b>Article VII-Procedures</b> 1. Quorum. A quorum at a Board Meeting shall consist of a majority of the officers.</p>
<p>2. A quorum at any regular meeting shall consist of a minimum of 20 percent of the members of the chapter.</p>	<p>2. A quorum <b>for the conduct of official business</b> at any regular meeting <b>or special meeting</b> of the members shall be 20 percent of the <b>voting</b> members of the association.</p>
<p>3. Robert's Rules of Order shall govern all meetings of this chapter.</p>	<p>3. Robert's Rules of Order shall govern all meetings of this <b>association</b>.</p>
<p><b>AMENDMENTS</b></p>	
<p>The Constitution and By-Laws may be amended in the following way at the option of the majority of the membership. 1. At any regular meeting by a simple majority of the members present.</p>	<p>The Constitution and By-Laws may be amended by the following procedure: <b>Any voting member may propose an amendment to the association.</b> The association shall consider the amendment at the next regular meeting. <b>Approval shall be by 20 percent of the voting members of the association.</b></p>
<p>2. Any proposed amendment must be submitted in writing to the membership at a regular meeting and shall be voted on at the next regular meeting</p>	

**Middle Tennessee Public Procurement Association  
Budget 2008  
Treasurer: Sondra Howe, CPPB, CPPO**

<b>Beginning Balance - Adjusted January 31, 2008</b>		\$2,132.94
<b>Revenue</b>		
Annual Dues (75 members x \$15/year)	\$1,125.00	
Conferences		
Leap (MTPPA portion 15% of total registration)	\$776.25	
Leap (MTPPA portion 15% of total registration) October 2008	\$776.25	
<b>Total Revenue</b>	<b>\$2,677.50</b>	<b>\$2,677.50</b>
		<b>\$4,810.44</b>
<b>Expenditures</b>		
Annual NIGP Membership	\$388.00	
NIGP General Liability - April 2008 - April 2009	\$100.00	
Leap Class(es) Refreshments (\$200 x 2 classes)	\$400.00	
Refreshments	\$315.00	
Miscellaneous Supplies	\$100.00	
Past President Plaque/Award	\$50.00	
Awards, Favors, Decorations		
End of Year Meeting	\$150.00	
Frames - Certification (3 each x \$30)	\$90.00	
Website Domain Licenses -Renewals	\$25.00	
NIGP Forum Registration - Chapter Leadership Symposium	\$35.00	
*NIGP Forum Expenses (Travel/Lodging) - 1 night	\$165.00	
Speaker Honorium/Lunch (10 meetings x \$10)	\$100.00	
<b>Total Expenditure</b>	<b>\$1,918.00</b>	
<b>Ending Balance - December 31, 2008</b>		<b>\$2,892.44</b>

\*Forum expenses to be limited to Travel fare and Lodging. Expenditure to be subject to availability of funds in Treasury. Forum expenses shall not be authorized if expenditure would result in Treasury's balance being <\$1,500.