



Nevada Association of Purchasing Professionals, Inc.

Operation / Policy Manual

SECTION 1 GENERAL

I. FOREWORD

The basic policies of Nevada Association of Purchasing Professionals (NVAPP), Inc. are set forth NVAPP Bylaws. The policies herein supplement the NVAPP Bylaws and have been adopted by the NVAPP Board of Directors.

II. ORDER OF PRECEDENCE

When there is a conflict between these policies and the NVAPP Bylaws, the Bylaws shall prevail.

III. CHANGES

Any NVAPP member may submit suggested changes and or new policies in writing to the Board of Directors for consideration.

IV. NVAPP LOGO AND LETTERHEAD

- The NVAPP logo and letterhead are to be used for official NVAPP business only.
- All requests for personal and/or job-related references on NVAPP letterhead must be approved by the NVAPP Board of Directors.

V. ARTICLES OF INCORPORATION

- The Articles of Incorporation will be reviewed as necessary by the Board of Directors to ensure compliance with federal and state law. The review will be documented within the minutes of a Board meeting.
- The Executive Director will maintain the original Articles of Incorporation and all renewal documents.

VI. AUTHORIZED SIGNATURES

- One authorized signature is required on all checks
- The President, Secretary/Treasurer, Vice President or Executive Director shall be the only persons authorized to sign checks for NVAPP. The Executive Director may be the single signer on checks written to pay the Executive Director.

SECTION 2 MEMBERSHIP

I. NVAPP MEMBERSHIP LIST

The NVAPP Membership List is to be considered “Confidential, For Members Use Only.” No part of the NVAPP membership list may be used by a member or non-member for commercial purposes without approval, in writing, from the Board of Directors.

II. MEMBERSHIP TYPES AND DUES

Professional Members

Professional members are defined as: A person employed as a purchasing or supply management professional and pays dues annually shall be eligible to be a member. Professional members shall pay annual membership dues in accordance with the schedule on Appendix A. Professional members are voting members in elections.

Affiliate Members

Affiliate members are defined as: A person not employed as a purchasing and supply management professional, e.g. a supplier or other non-purchasing profession and pay dues annually shall be eligible to be an affiliate member. Affiliate members shall pay annual membership dues in accordance with the schedule on Appendix A. Affiliate members are non-voting members in elections.

Student Members

An undergraduate or graduate student enrolled full time in an accredited community college or four-year college or university. Student members shall pay annual membership dues in accordance with the schedule on Appendix A.. Second year dues shall be waived if member attends one event. Student members are non-voting members in elections.

Student members shall receive all benefits of Professional members.

Lifetime Members

Lifetime members are defined by NVAPP Bylaws. This is a person who has been an association member for a period of 5 years or more, has retired from all regular employment and has been approved for this category by a majority vote of the Board of Directors. Lifetime members are voting members in elections.

Honorary Members

Honorary Members must be approved by the Board of. Honorary members shall be exempt from payment of dues and fees. Honorary members are non-voting members in elections.

Honorary members cannot hold office in the Association nor serve as chairs of the association's committees.

Honorary members shall be entitled to member discounts for NVAPP sponsored seminars and other events.

III. MEMBERSHIP INVOICING

NVAPP's membership billing period is from date of application and receipt of payment and shall extend for 1 year. Members who have not paid their membership renewal dues by their anniversary date are subject to being dropped from the membership rolls of the association.

It shall be the responsibility of the Executive Director and Secretary/Treasurer, to send invoices to all NVAPP Members.

IV. RE-INSTATEMENT

Members who have been dropped for non-payment of dues or for any other reason can be reinstated with payment of a full year's dues.

V. MEMBERSHIP TRANSFERS

Membership paid by a company can be transferred from one person to another within the company.

SECTION 3 OFFICER DUTIES AND RESPONSIBILITIES

I. OFFICERS AND BOARD OF DIRECTORS RESPONSIBILITIES

In addition to the duties as outlined in the NVAPP Bylaws, the following are specific and general responsibilities for all members of the NVAPP Board of Directors.

A. All Officers and Directors

- To be familiar with the NVAPP Bylaws and Operation/Policy Manual.
- To attend and participate at all Board and planning meetings. If an Officer or Director is unable to attend a meeting, they may delegate an alternate to perform essential duties but will not have voting authority. The President has the authority to ask any member of the Board to tender his or her resignation if they fail to attend two or more consecutive Board Meetings that are noted in the official minutes as unexcused. The annual planning meeting, if held, will be considered a Board meeting for this purpose.
- To attend association meetings and events to provide support and promote the association and the profession.

- To abstain from voting on any issues in which they, members of their family, or their company will benefit financially.
- To fulfill their term of office as specified by the NVAPP Bylaws. If unable to do so, the Officer or Director will assist the President or Nomination Chair in finding a replacement according to the association Bylaws and provide training to enable a smooth transition.
- To train their successor in their respective Board duties at the end of the program year.
- Shall not enter into an agreement (verbal or written) with or sign contract(s) with another party without prior approval by the Board. President, Vice President, Secretary/Treasurer, or Executive Director may sign written agreements.
- Shall not enter into a financial agreement (verbal or written) with a meeting facility that is unable to be terminated with reasonable notice.

B. President

The President is a Board position elected by the Board to act as Chief Executive Officer of the association.

The term of the position is for one year. This position may be held for consecutive terms.

Responsibilities

- Exercises the general supervision over the affairs of the association.
- Serve as the immediate supervisor of the Executive Director, except in the case when the President is the Executive Director and ensure that the administrative functions of the association are performed.
- Preside over all meetings of the association and call for special meetings when required.
- Invites special guest(s) to association meetings.
- Serve as a voting member of the Board of Directors and attend Board meetings.
- Perform all duties incidental to the office of the President.
- When required, appoint the various standing committees, subject to the Board of Directors' approval.
- Serve as ex-officio on all committees.
- Sign all membership and award certificates for the association.
- In conjunction with the Executive Director, present an annual report to the general membership.
- Ensure NVAPP's mission statement is developed, maintained/revised, and disseminated to members.
- Develops, distributes, and implements the association's strategic plan (minimum of 5 years) that includes vision and mission Statements, and measurable goals and objectives as approved by the Board.
- Performs organizational self-evaluation.
- Organizes annual planning meeting to include current and prior year officers, directors and committee chairs.
- Conducts fiscal/administrative oversight for association activities.
- Assists the Secretary/Treasurer with the budget preparation.
- Reviews previous financial records with the Secretary/Treasurer.
- Reviews revenue and expense reports with the Secretary/Treasurer to ensure adequate funding for association's activities.
- Presents the budget, along with the Secretary/Treasurer, to the Board for approval.
- Reviews monthly budget reports with the Board to ensure compliance with budget goals.
- Has signature authority for the association bank accounts and all other financial accounts.
- Presides at all regularly scheduled events, Board of Directors and special meetings.
- Participates in association functions.

C. Vice-President

The Vice President is a Board position elected by the Board to assist the President to oversee and ensure that the Board of Directors and Committees meet the association's strategic plan goals and objectives.

The term of the position is for one year. Typically, this position progresses to President the following year or maybe held for consecutive terms.

Responsibilities

- Assists the President with the general supervision over the affairs of the association.
- Presides over all meetings of the association in the absence of the President.
- Serve as a voting member of the Board of Directors and attends Board meetings.
- Perform all duties incidental to the office of the Vice President.
- Serve as chair committee, as required.
- Serve as the immediate supervisor of the Executive Director, in the case when the President is the Executive Director.
- Assists the President in carrying out the objectives of the association and performs all duties of the President in the absence of the President.
- Prepares him/herself for the position of President through overall observation of the operation of the association.
- Has signature authority for the association bank accounts and all other financial accounts.
- Participate in association functions.

D. Secretary/Treasurer

The Secretary/Treasurer is a Board position elected by the Board to record all business meetings and to oversee the financials and expenditures of the association and works in conjunction with the Executive Director.

The term of the position is for one year. This position may be held for consecutive terms.

Responsibilities

- Serve as a voting member of the Board of Directors and attend Board meetings.
- Serve as recording secretary for all business meetings.
- Responsible for distribution of minutes in conjunction with Executive Director.
- Presents the official minutes of the meeting at the next scheduled Board meeting for approval.
- Assist Executive Director in preparation of agendas, minute distribution and/or distribution of business material.
- Work in conjunction with Executive Director to distribute minutes, as necessary.
- Review financial statements prepared by the Executive Director and ensure that an annual audit/review is conducted, if requested by the Board.
- Review routine checks prepared by the Executive Director and report any questionable expenditures to the President.
- Prepare checks as required and countersign checks as necessary.
- Responsible for registration, collection, and reconciliation of funds for various functions conducted by the association.
- Serve as a voting member of the Board of Directors and attend Board meetings.
- Working with the board and Executive Director, develops and finalizes the annual budget.
- Maintain the association's banking accounts consisting of savings, checking, and certificate accounts.
- Contribute newsletter articles on a monthly basis.
- Perform all duties incidental to the office of the Secretary/Treasurer.

- Has signature authority for the association bank accounts and all other financial accounts.
- Serve as committee chair, as required.
- Participate in association functions.

E. Director – Membership/Marketing

The Director – Membership/Marketing position is to promote and implement the membership marketing plan, recruits new members and works to retain members and to prepare and maintain the marketing plan.

The term of the position is for one year. This position may be held for consecutive terms.

Responsibilities

- Prepares a written report covering activity for the prior month for presentation to the Board at each monthly meeting of the Board.
- Presents new member applications and member transfer applications to the Board of Directors for approval as needed
- Conducts the association new member orientation.
- Develop, implement, and maintain a membership recruiting plan.
- Promote attendance at meetings using incentives as appropriate.
- Recruit members to serve on the Membership/Marketing Committee.
- Obtain input and recommendations from the Board for the marketing plan.
- Prepare and maintain the marketing plan.
- Work in conjunction with the Strategic Plan Committee.
- Attend and participate in Board meetings as a Committee Chair.
- Serve as committee chair, as required.
- Participate in association functions.

F. Director – Education

The Director – Education position is to coordinate and prepare all educational events of the association.

The term of the position is for one year. Term of position may be held for consecutive terms, if necessary.

Responsibilities

- Prepare a written report covering activity for the prior month for presentation to the Board at each monthly meeting of the Board.
- Responsible for conducting educational events.
 - Selection of speakers
 - Negotiate with potential speakers related to topics selected.
 - Discuss presentation with speaker prior to event to ensure professional development vs. sales pitch.
 - Responsible for all logistics related to events.
 - Selection of location to include necessary equipment and catering.
 - Assist speaker with accommodations, rental car, etc. if necessary
 - Assist speaker with printing handouts, etc.
 - Prepare flyers to advertise event.
- Maintain a list of potential speakers with biographical data and list of subjects taught.
- Brainstorm topics at the annual planning meeting.
- Assign topics to committee members to be responsible for acquisition of seminar leaders.
- Attend and participate in Board meetings.
- Participate in association functions.
- Serve as committee chair, as required.

G. Director - Communications

The Director - Communications position is to coordinate all communications to the membership via the website and newsletter.

The term of the position is for one year. Term of position may be held for consecutive terms, if necessary.

Responsibilities

- Prepares a written report covering activity for the prior month for presentation to the Board at each monthly meeting of the Board.
- Submit events (meetings/seminars) for publication on association's social media platforms.
- Submit press releases to local publications for news items, if any.
- Coordinate for volunteers to take pictures at events.
- Attend and participate in Board meetings as a Committee Chair.
- Serve as committee chair, as required.
- Participate in association functions.

J. Executive Director

The Executive Director position is elected by the Board to manage the administrative functions of NVAPP and assist the President and Committee Chairs as requested or necessary.

The term of the position will be evaluated annually by the Board of Directors.

The performance of the Executive Director shall be evaluated by the President no less than annually. The performance evaluation shall be ratified by the Board of Directors.

The Executive Director will report to the President except when the Executive Director is serving as the President. At that time, the Executive Director will report to the Vice President with all decisions and performance evaluation ratified by the Board of Directors.

The Executive Director may be elected to the Board of Directors or serve as the President.

Job Description

The Executive Director will perform the following services:

Administrative Duties Of Association

- Provide phone and answer all telephone calls, including emails, and correspondence regarding the association.
- Maintain the association files and records and update association documents, such as bylaws, and policies and procedures working with the appropriate Committee Chairs and committee members.
- Work with Directors or Committee Chairs to establish a timeline of association functions, meetings, and seminars for the year.
- Maintain copies of the following records:
 - Approved annual budget
 - Tax records
 - Incorporation documents
 - Retain original of NVAPP Bylaws, Operations/Policy Manual and Articles of Incorporation.
 - File the required corporate filing of the list of officers and directors with the Nevada Secretary of State annually.

Board Support

- Provide communication, coordination and information to the President or Vice President on various issues and discuss agenda items before each Board meeting.
- Coordinate board meeting arrangements.
- Prepare meeting announcements.
- Prepare meeting agendas, distribute agendas, minutes and reports prior to each Board meeting.
- Attend meetings as directed by the Board.
- In coordination with the President or Vice President, prepares the agenda for upcoming Board meetings.
- Provide a monthly activity report to the Board.

Finance Management

- Assist the President and committee with the development and maintenance of the annual budget.
- Assist the President and committee with the development of the strategic plan to meet budgetary projects.
- Maintain financial records in accordance with accepted accounting practices using association's accounting software.
- Reconciles and balances accounts.
- Provide monthly financial statements to the Board, in coordination with the Secretary/Treasurer.
- Prepare annual financial statements for Board review and submit them to the audit/review committee, if requested.
- Reconcile supplier invoices.
- Prepare and provide checks to the Secretary/Treasurer, President, and/or Vice President for review and signature.
- Has signature authority for the association bank accounts and all other financial accounts.
- Report on investment options for Board approval.
- Fulfill the banking requirements.
- Coordinate and prepare necessary tax filings, audits and prepare and mail all 1099 forms as necessary.
- Invoice members annually and update membership lists.

Website

- Administer association's website and update in a timely manner.
- Prepare brochures and other collateral materials for seminars, meetings, webinars and other events, and coordinate distribution via email blasts from website.
- Prepare and distribute all email communications to the membership as approved by Board.

Seminars and Meetings

- Coordinate seminars and meetings with appropriate Committee Chairs.
- Coordinate and assist Chair with presenter negotiations.
- Coordinate and assist Secretary/Treasurer with collection of money at the various functions.
- Prepare continuing education hour certificates/reports for all members who request copies.

Membership Processing

- Invoices membership annually.
- Maintains membership database.
- Produce and distribute membership reports on a timely basis to the Board.

- Assist with membership recruitment and marketing plan as requested.

II. MEETINGS OF THE BOARD OF DIRECTORS

- Board meetings are held monthly generally on a date, time and location as determined by the Board.
- A written agenda should be prepared by the President or Executive Director prior to each Board Meeting.
- All Board Members are expected to attend and participate at all Board and planning meetings. If an Officer or Director is unable to attend a meeting, they may delegate an alternate to perform essential duties but will not have voting authority. The President has the authority to ask any member of the Board to tender his or her resignation if they fail to attend two or more consecutive Board Meetings or more than three Board Meetings within nine months that are noted in the official minutes as unexcused. The annual planning meeting will be considered a Board meeting for this purpose.
- All Board Members, incoming and outgoing, are expected to attend the association's summer planning session, if held. Topics to be discussed and acted upon shall include:
 - Transfer of records and procedures to incoming members.
 - Discussion/resolution of any unfinished issues from the prior year.
 - Establish goals for the upcoming year.
 - Prepare a budget for the upcoming year.
 - Conduct a Board Meeting as necessary.
 - Prepare a calendar of events for coming year.
 - Sign new bank signature cards as necessary.

SECTION 4 RECORD KEEPING

I. BUDGET

- The Secretary/Treasurer, in conjunction with the Executive Director and Officers, will draft an annual budget for the upcoming year and present it to the Board at the annual planning meeting. The Officers and Directors will review the draft and make revisions as necessary. The final budget will be presented to the Board for approval.
- Spending authority shall be derived from the budget, however, any variance from the budget amount or intent shall be approved by the Board prior to any commitment of funds.
- The Board will review the budget at least quarterly to ensure spending is in line with approved amounts. The Secretary/Treasurer will report budget variance as part of the monthly financial reports.

II. RECORD REQUIREMENTS

- The Executive Director shall be the official record keeper for the association. While individual board members may elect to maintain personal working files, the original or file copy of these documents must be forwarded promptly or upon completion of term of office to the Executive Director for filing.
- The Executive Director shall maintain all records in paper copy or electronic copy. In addition, templates for certificates of appreciation and other awards will be maintained in electronic format.
- The President shall appoint a work committee, headed by the Executive Director to conduct an annual review of records to determine the retention length.
- Board members are responsible for preparing or obtaining the following documentation throughout their term of office.
 - Legal records (hard copy required)
 - Incorporation records
 - Bylaws
 - Policies and Procedures
- Operational records
 - Financial records per IRS code

- Tax records Per IRS code
- Board minutes
- Correspondence
- Historical records
 - Newsletters
 - Membership records
 - Proclamations
 - Correspondence

III. REPORTS AND RECORDS

- All written reports must contain the title of the report; the date submitted; the name, position and signature of the preparer.
- Board members are responsible for preparing, obtaining and retaining the original or applicable copy of the following records during their term of office for historical retention by the Executive Director.
- **Executive Director**
 - All letters issued by the association
 - Original incorporation documents
 - Financial records, maintained in accordance with generally accepted accounting procedures, including:
 - Receipts
 - Cancelled checks w/reconciliation
 - Deposit documents
 - Monthly balance sheets
 - Transaction registers
 - Monthly attendance rosters
 - Tax records
- **President**
 - Letters issued by the President
- **Secretary/Treasurer**
 - Approved minutes of Board meetings with attachments
 - Letters issued by the Secretary/Treasurer.
 - Approved annual budget
 - Copies of all letters issued by the Secretary/Treasurer
- **Membership Chair**
 - Member applications annotated with date of approval or other Board action.
 - Membership rosters, local and national
 - Letters issued by the Director of Membership
- **Communications Chair**
 - All newsletters
 - Proclamations
 - Letters issued by the Director of Communications
 - Press releases or other items submitted to local media
- **Seminar / Meetings Chair**
 - Proposals and responses from speakers
 - Seminar brochures with attendance records and seminar evaluations

IV. IRS REPORTING

- The Secretary/Treasurer and Executive Director shall advise the Board of Directors each September as to the tax status of the organization.
- If a tax filing is required, the Board of Directors will decide if the Secretary/Treasurer or Executive Director will prepare it, or if it is to be prepared by a professional tax accountant.

- If a tax filing is not required, that information along with the reasons will be documented in the minutes of a meeting of the Board of Directors.

V. AUDIT OF RECORDS

The Board of Directors shall appoint a committee consisting of at least two members, of which at least one must be a Board Member, plus the Secretary/Treasurer to perform an audit of financial records. Audits may be conducted when directed by the Board or upon a change of Secretary/Treasurer. Audit findings will be submitted to the Board of Directors at the next meeting of the Board of Directors after the audit has been completed.

VI. Event Money Handling Procedures

A minimum of two members, preferably the Executive Director and the event committee chair, shall reconcile the cash, checks and credit cards received for each event before leaving the event. The cash and checks received shall be deposited in the Association bank account within 3 days.

SECTION 5 VOLUNTEERS

I. RECOGNITION OF VOLUNTEERS

One of the primary goals of the association is to properly recognize our many volunteers based on their level of contribution. While it is important to recognize volunteers, it is also important that the method of recognition be consistent from year to year. The following guidelines may be modified but must recognize the general intent of this section.

- All Board Members who regularly attend and actively contribute to Board Meetings throughout the membership year will receive a Service Award that will grant them seven continuing education hours.
- Board Members or volunteers serving on special assignments requiring an extensive devotion of time and effort should be awarded a Certificate of Appreciation or other suitable award as determined by the Board.
- President may select a Volunteer of Year recipient.

SECTION 6 TRAVEL

I. TRAVEL POLICY

It is the policy of the association to reimburse members for approved travel and other expenses when the travel benefits the operation of the association and/or the membership at large. Members have a fiduciary responsibility to use reasonable judgment when incurring travel expenses. All travel must be approved in advance by the Board of Directors

- **Hotel Room, Taxes, and Surcharge:** Reimbursement shall be for the hotel stay the night before the scheduled event through the night of the last day of the event. Individual, single occupancy is allowed. Reimbursement will be at the selected conference rate if available or in accordance with the regional federal per diem rate.
- **Airfare:** Only coach-class airfare is allowed for reimbursement. Best efforts shall be made to purchase the lowest cost ticket based on the circumstances.
- **Allowable Ground Transportation:**
 - Airport parking expenses for an individual's personal vehicle for the period of travel, mileage to and from the traveler's home and the airport at IRS rate, or Uber/Lyft. Carpooling is encouraged when possible. The reimbursement of taxi fare or Uber/Lyft to and from home shall not exceed the amount of airport parking expense (long-term parking lot) for the travel period.
 - Rental Cars as approved by the Board of Directors on a case-by-case basis.
- The association will reimburse actual cost of meals not to exceed the IRS per diem rate for meals, excluding those included in registration fees.
- Entertainment/alcoholic Beverages expenses are not reimbursable.
- Expense Reports

- All requests for reimbursement shall be submitted to the Executive Director on the association's expense report form with a legible itemized list and receipts for purchases over \$25.00. Decisions made by the Executive Director to not reimburse a member for travel can be protested in writing to the Board of Directors.
- Members are responsible for reimbursing the association any expenses paid by the association but not allowed under this policy.

SECTION 7 SPONSORSHIPS

1. Purpose

To allow businesses to sponsor association meetings and events and provide additional funding for the organization.

2. Sponsorship

- A. The association will allow businesses to sponsor meetings, at any location, for a flat fee of \$250 per event.
- B. The sponsorship of any other association events shall be approved by the Board prior to the sponsorship being finalized.

SECTION 8 ADVERTISEMENT OF OTHER ORGANIZATION EVENTS

1. Purpose

To define policy for the advertisement of events of other organizations.

2. Advertisement

The association will advertise the events of other organizations or entities only if the association is given a minimum of one (1) free admission to the advertised event which it may use for benefit of the membership.

APPENDIX A – ANNUAL MEMBERSHIP DUES

	ANNUAL MEMBERSHIP DUES
Professional Member	Full Year (\$50.00)
Affiliate Member	Full Year (\$100.00)
Student Member	Full Year (\$20.00)
