



## By-Laws and Policies

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## REVISION HISTORY

Date of Revision	Summary of Revisions
December 11, 2020	Archive all previous versions of by-laws and policies.
May 14, 2021	Revised Policy 4 to show NIGP-CPP, CPPO, and CPPB awards now scholarships.

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## **By-Laws**

### **Article I – Name**

- A. The name of the organization shall be the Kentucky Public Procurement Association, Incorporated (KPPA), hereafter referred to as the “Association”, an affiliated chapter of The Institute for Public Procurement (NIGP).
- B. The use of the Association’s name shall be limited to the official actions or affairs of the Association as authorized by hereafter “the Board”.

### **Article II – Purpose and Goals**

The Association is established as an educational and professional organization for public officials within the Commonwealth of Kentucky. The general purpose and goals of the Association shall be, but are not limited to, the following:

- A. To provide a professional forum for the exchange of ideas, research, and experiences among public procurement officials.
- B. To promote and encourage professional development and competence through continuing education.
- C. To promote cooperative relationships and programs among public procurement officials.
- D. To support and promote continuing improvements in the field of public procurement.
- E. To support the ethical principles and concepts of effective competition increased public confidence and equitable treatment of all persons involved in public procurement.

### **Article III – Membership**

- A. Members of the Association shall subscribe to the Purposes and Goals of the Association as outlined in Article II, as well as adhere to NIGP’s Code of Ethics, Participant Code of Conduct and the Values and Guiding Principles of Public Procurement as adopted by the Association.

- B. Types of membership:

- 1. Regular Membership (Voting Privileges)

Open to any public official, both elected and non-elected, representing Federal, State, County or City governments, colleges or universities, school systems and political subdivision jurisdictions, who are full-time employees.

- 2. Lifetime Membership (Voting Privileges)

In an effort to preserve knowledge, a lifetime membership may be conferred upon members of the Association after retirement as a full-time public professional, and upon application

to the Board. This membership is limited to members who have contributed to trainings, board positions, committees, events, etc. for a minimum of five (5) years; they may qualify for free lifetime membership.

- a. Lifetime membership is free to the member and includes attending all events at no cost, excluding sponsored NIGP seminars.
- b. Lifetime members would be eligible to serve on the Board.
- c. Lifetime members may attend the Kentucky Public Procurement Association Annual Forum on a no-cost registration fee basis.
- d. Lifetime members actively and consistently participating in Association business may participate in scholarships specifically designated for them, upon establishment by the Board. Lifetime members will also be eligible for the Board Service Appreciation scholarship. Lifetime members will be ineligible for all other scholarships, including but not limited to essays, lottery, merit, education, etc.
- e. Lifetime members are eligible for reimbursement for expenses directly related to their service to the Association, up to \$200 per calendar year and with prior approval of the President or Vice-President.

### 3. Retired Membership (Non-Voting Privileges)

May be conferred upon members of the Association after retirement from active employment as a full-time public professional, and upon written request for such membership to the Association's Board of Directors.

- a. Retired membership is free to the member and includes attending all events at no cost, excluding sponsored NIGP seminars.
- b. Retired members are non-voting members and may not vote in any matter brought before the Association.
- c. Retired members may not serve on the Board, although they may serve as non-voting members of KPPA committees.
- d. Retired members may attend the Kentucky Public Procurement Association Annual Forum on a no-cost registration fee basis and will only be charged for functions where food is served or for tickets to functions, they choose to attend.
- e. Retired members are ineligible for scholarships, including but not limited to essays, lottery, merit, education, special scholarships, etc.
- f. KPPA will not reimburse nor pay for any expenses associated with NIGP, NIGP Forum, NIGP committee meetings or UPPCC committee meetings for retired members.

### 4. Student Membership (Non-Voting Privileges)

Must be enrolled part-time or full-time in an accredited community college, college, or university, and actively pursuing a career in the field of Business, Finance, or Public Procurement. Must be unemployed or employed on a part-time basis, consisting of less

than twenty-one hours per week. Student Membership is a free membership that includes attending all events at no cost, excluding sponsored NIGP seminars.

- a. Student members may participate in scholarships specifically designated for them, upon establishment by the Board. Student members will be ineligible for all other scholarships, including but not limited to essays, lottery, merit, education, etc.
  - b. Student members may attend the Kentucky Public Procurement Association Annual Forum on a no-cost registration fee basis and will only be charged for functions where food is served or for tickets to functions, they choose to attend.
  - c. Student members are eligible for reimbursement for mileage and parking expenses directly related to their service to the Association, up to \$200 per calendar year and with prior approval of the Committee Chair they are serving and the President or Vice-President.
- C. The Board by two-thirds (2/3) majority vote of members may revoke the membership of any Association member for violation of or failure to comply with these by-laws, violation of the NIGP Code of Ethics or for nonpayment of fees. The Board shall provide an individual considered for revocation thirty (30) days written notice of the proposed action.
- D. A suspended or terminated member may apply, in writing, for reinstatement by showing cause to justify the reinstatement. Upon receipt, the Association President shall place the request on the agenda as an “action item” of the next regularly scheduled meeting of the Board. The suspension or termination can only be rescinded by receiving a two-thirds majority vote of the board members present to do so.

## **Article IV – Board of Directors**

### **A. General Composition**

1. A Board of Directors composed of those directors duly elected by the general membership will govern the Association. All Board members shall be members of NIGP. All Board members shall sign a Confidentiality and Conflict of Interest Disclosure Form and position description acknowledging their responsibilities.
2. The Board shall be composed of fifteen (15) directors, of which four (4) are officers. These officers are as follows: President, Vice-President, Secretary, and Treasurer. The remaining eleven (11) members are designated as at-large directors. Up to (2) Director positions may be filled with Lifetime Members.
3. A change in the number of directors can only be accomplished by an amendment to the Association’s by-laws, as provided by Article VIII.

### **B. Terms of Office**

1. Directors shall be elected for a three (3) year term and shall hold their office until qualified successors are either elected or appointed. Terms shall run on a calendar year basis (January 1 – December 31). Directors may serve only three (3) successive full three (3) year terms. Directors completing their third, three (3) year term will again become eligible for a seat on the Board after an absence of one (1) year.

2. Officers shall be elected for a one (1) year term. At the end of their term, they may be re-nominated and elected for an additional one (1) year term providing they continue as members of the Board. Newly elected board members are not eligible to hold an officer position during the initial year of their three (3) year term unless they have previously served on the Board.
3. Officers shall have earned a post-graduate degree in a business related field or a Juris Doctorate (JD); or shall possess a current Universal Public Purchasing Certification Council (UPPCC) certification; or other professional certification or designation which includes, but is not limited to: Kentucky Certified Procurement Specialist (KCPS), Kentucky Certified Procurement Manager (KCPM), Certified Public Purchasing Manager (C.P.M.), Certified Professional in Supply Management (CPSM), Accredited Purchasing Practitioner (A.P.P.), Certified Professional Purchasing Manager (CPPM), Certified Purchasing Professional (CPP), Certified Public Accountant (CPA), and must be current NIGP members.

#### C. Nominations

1. Directors completing the third year of their three (3) year term will automatically be re-nominated for seats on the Board unless:
  - a. Nominations are prohibited under Article IV, Section B; or
  - b. The individuals decline the nomination.
2. Additional individuals may be nominated by the general membership and those individuals will be added to the slate of candidates for seats on the Board.
3. Officers shall be elected by the Board and announced to the membership.
4. The general membership of the Association may establish campaigning guidelines for individuals seeking positions on the Board.

#### D. Powers and Duties of Directors

The Board is hereby given the authority to:

1. Conduct the affairs of the Association and carry out its purposes as established by the Association's Articles of Incorporation and these by-laws;
2. Exercise any corporate powers and defenses which the Association possesses as a result of being a nonprofit corporation under the "Kentucky Nonprofit Corporation Acts KY ST T. XXIII, Ch. 273";
3. Control and manage the business, funds, and property of the Association, subject only to the action of the general membership in any meeting for which they have been assembled, and subject to the provisions of the "Kentucky Nonprofit Corporation Acts";
4. Develop and implement programs which promote the general Purpose and Goals of the Association;
5. Fill vacancies in its own membership, as established in Article IV, Section E;
6. Establish such committees of the membership as deemed necessary to promote and conduct the affairs of the Association. These committees shall be established pursuant to a resolution duly passed by a majority of the Board. The composition and powers of these

committees shall be subject to the requirements and restrictions contained in the “Kentucky Nonprofit Corporation Acts”; and

7. Amend the Association’s Articles of Incorporation and the By-Laws as provided for in Article VIII.

E. Removal of Directors and Filling of Vacancies by the Board

1. The Board may remove any member of the Board for cause, by a majority vote at a meeting thereof, duly called by the Board for such purpose.
2. A vacancy on the Board including an officer position shall be filled by majority vote of the remaining members of the Board, even though the remaining number may not constitute a quorum under Article IV, Section F.
3. Any individual so elected or appointed shall fill the vacant position for the remainder of the unexpired term. Upon completion of the term, the individual shall be eligible for election to serve three (3) successive full three (3) year terms as provided in Article IV(B)(1).

F. Meetings of Board of Directors

1. The Board shall meet at least once quarterly. However, the Board may also hold other meetings as deemed necessary and appropriate by the President of the Association or by a majority of the Board.
2. The President of the Association shall be responsible for establishing the time and place of all meetings of the Board.
3. The written notice of any meeting of the Board shall be received at least ten (10) business days prior to the scheduled meeting date.
4. A quorum to conduct business at meetings of the Board shall consist of at least eight (8) voting members.
5. It shall be the responsibility of each individual who accepts a position on the Board to attend all scheduled meetings, unless prohibited for reasons the board considers just and sufficient. When possible, prior notification with justification is to be made to the President and Secretary for any absences. In the case of an emergency, notification with justification should be made as soon as possible.
6. Any board member who misses two (2) consecutive meetings and who does not offer sufficient justification to the Board for such absences shall be subject to removal from the Board.

G. Voting

1. All members of the Board shall be entitled to vote.
2. Members of the Board who participated in the discussion may vote by proxy.
3. Proxy votes are to be executed in writing and delivered to an officer of the Association prior to the Board meeting.

## **Article V – Duties of Officers**

The officers of the Association are hereby delegated the following authority, duties, and responsibilities:

- A. President shall exercise general supervision over the affairs of the Association, serve as the chief executive officer, preside over all meetings of the Association, perform all other duties incident to the office and serve as an ex-officio member to all committees of the Association.
- B. Vice-President shall perform duties as assigned by the President or Board of Directors and serve as an ex-officio member to all committees of the Association.
- C. Secretary shall maintain a written record and reports that are required under the “Kentucky Nonprofit Corporation Acts”. This shall include, but not necessarily be limited to, maintaining written reports of the proceedings of all the meetings of the Board and the Association, compiling, and maintaining an accurate list of the membership, being responsible for distributing and processing notices and correspondence, plus performing other duties as may be assigned.
- D. Treasurer shall be responsible for the accounting of all Association funds, maintain a bank account for the deposit of all Association funds, prepare and present an annual financial report, file all required tax documents, and perform other duties as may be assigned.

#### **Article VI – Meetings of the Association**

- A. The Association shall hold a general meeting of the membership at least once annually. The Board shall establish the time and place of the annual meeting or annual conference. The members of the Association shall be notified in writing at least thirty (30) days in advance of said annual meeting. The Association may hold other meetings as deemed necessary and appropriate by the Board.
- B. All members of the Association shall be entitled to vote on all matters brought forward during the annual forum of the Association if said members are duly registered by the Association to attend the annual forum.
- C. A quorum to conduct business, including the election of directors, at the annual forum shall be established by the presence of the duly registered members present and voting at said forum.

#### **Article VII – Finances**

- A. No officer, director or member of the Association shall be compensated for his or her services. The officers or directors of the Association may be reimbursed with Association funds for all reasonable expenses incurred when officially representing the Association. Such expenses and reimbursements are subject to the approval of the Board.
- B. The Board may authorize the President to obligate Association funds for valid and necessary expenses. Such expenses may include, but not necessarily be limited to legal fees, audit fees, annual meeting expenses, ordinary expenses incurred during national or state meetings, or any special project expenses that have been approved in advance by the Board.
- C. The Association shall be operated by revenue collected by the Association through fees, donations, grants, or other means approved by the Board of Directors.

- D. All payments made against the Association's treasury shall require the approval of the President and/or the Vice-President. Payment documents less than \$5,000 shall only require the signature of the Treasurer while payment documents of \$5,000 or greater require the signature of the President or the Vice President as well as the Treasurer.

#### **Article VIII – Amendments**

The Association's Articles of Incorporation and By-Laws shall only be amended by a majority vote of the Board.

## **POLICY 1: KPPA Board Roles and Responsibilities**

### **I. Objective:**

To define the responsibilities, authority, and functions of the Board of Directors (hereafter “the Board”) as well as the duties of individual directors.

### **II. Responsibilities and Authority of the Board**

- A. Oversee the management of the property, affairs, and business of Kentucky Public Procurement Association (hereafter “the Association”) and establish policies within the limits of the Association’s Articles of Incorporation and By-laws.
- B. Establish a Strategic Plan identifying the Association’s Vision, Mission, Goals and Objectives; review long-term objectives of the Association and set priorities for all programs and activities.
- C. Approve an annual budget and oversee the financial operations of the Association, including the management, investment, and disbursement of the Association’s funds.
- D. Establish rules it deems advisable for the conduct of the Association’s business and appoint agents it considers necessary to carry out the Association’s responsibilities.
- E. Actively pursue the goals and objectives of the Association.

### **III. Functions of the Board**

- A. Oversee the general administration of the Association.
- B. Establish and enforce policies and rules for the conduct of the affairs of the Association and its members.
- C. Authorize the expenditure and investment of the Association’s funds.
- D. Amend the Association By-laws in accordance with provisions specified in the By-laws.
- E. Appoint Board Members as necessary, due to the resignation or dismissal of a Board member, to maintain the total number of Board Members required by the Association’s By-laws. The Board shall consider diversity and ensuring that various types of organizations have equal and fair representation on the Board.
- F. Determine annual dues and conditions of membership and representation.
- G. Formulate and promulgate rules and policies of professional conduct of its members.
- H. Create, modify, and remove Association standing committees and their responsibilities to meet the needs of the Association.
- I. Determine the time and location of the Association’s Annual Forum and any additional Association meetings or events and determine fees as needed.
- J. Develop, monitor, and maintain the Association’s Strategic Plan.
- K. Adopt programs to carry out the Association’s mission and goals.

- L. Complete Annual Forum contract processes two years in advance, when possible. Conduct Requests for Proposals when determined necessary by the Board.

- 1. Site Selection Criteria

- The Board encourages to rotate the conference site within Kentucky when possible, being cognizant of the best value for the Association.

- Should a new location be proposed through the RFP process, conduct site visits with taste tests as part of the evaluation process.

- 2. Proposals

- The selected Board members along with the Association Treasurer shall review proposals received for future conferences. The committee shall present a recommendation to the Board for approval. The Board shall review the proposals, make recommendations, and approve conference and seminar sites and rates.

- 3. Contract Execution

- The Association Treasurer and the Committee shall execute all contracts that legally bind the Association in accordance with the Association policies with the exception of the professional speaker fee contracts which will be executed by the Forum Workshop Chairperson and the Association President or Treasurer. These contracts shall include, but shall not be limited to, rental of public and private facilities and rental of equipment.

- 4. Cancellation of the Association Annual Forum

- The Board may cancel or postpone the Association Annual Forum if an emergency arises, which in its judgment makes holding the forum inadvisable or not in the best interest of the Association. Cancellation requires a two-thirds vote by the Board.

#### **IV. Duties of Individual Directors**

- A. Attend all regularly scheduled and emergency called board meetings.
- B. Attend all KPPA sponsored events.
- C. Prepare for and contribute in each board meeting by carefully studying the agenda, supporting materials and developing/presenting committee reports.
- D. Assume leadership roles in all board activities.
- E. Serve as an elected and voting member.
- F. Lead assigned committee(s) to ensure the committee's responsibilities are completed timely and appropriately.
- G. Adhere to the Association's code of conduct and policies.

## **POLICY 2: KPPA Officer Roles**

### **I. Objective:**

To further define the roles of the President, Vice President, Treasurer, and Secretary.

### **II. Role of the President**

The President shall have general supervision of the affairs of the Association and shall generally perform such duties as required by this office.

- A. Serve as an elected and voting member of the Board.
- B. Preside at all Association and Board meetings.
- C. Submit reports to the membership as prescribed by the Association By-laws, Policies and/or the Board.
- D. Appoint all chairpersons of standing committees.
- E. Serve as an ex-officio member of all committees.
- F. Call additional meetings of the Board as required.
- G. Sign all membership and award certificates of the Association.
- H. Sign checks in accordance with the Association By-laws and Policies.
- I. Identify, recruit and mentor future leaders for the Association.
- J. Perform general host responsibilities at all Association functions.
- K. Perform other duties as required by the Board.

### **III. Role of the Vice President**

The Vice President shall exercise the functions of the President in the President's absence; as well as oversee March is Procurement Month activities.

- A. Serve as an elected and voting member of the Board.
- B. Preside at all Association and Board meetings in the absence of the President.
- C. Serve, as the President is alternate, as directed by the President.
- D. Submit reports to the membership as prescribed by the Association By-laws, Policies and/or the Board.
- E. Serve as an ex-officio member of all committees in the President's absence.
- F. Call additional meetings of the Board, as required, in the absence or incapacity of the President.
- G. Identify, recruit and mentor future leaders for the Association.
- H. Coordinate March is Procurement Month celebration activities.
- I. Perform other duties as required by the President or the Board.

#### **IV. Role of the Treasurer**

The Treasurer shall implement the financial policies of the Association as established by the Board and submit a recommended budget to the Board for approval. The Treasurer shall have oversight of the Association's funds and shall pay bills approved by the President and/or the Vice-President.

- A. Serve as an elected and voting member of the Board.
- B. Control cash receipts and disbursements.
- C. Prepare checks in accordance with the Association By-laws and policies.
- D. Manage cash investments as approved by the Board.
- E. Prepare a financial summary by budget category for the Board at each Board meeting.
- F. Provide an annual financial report prior to January's Board meeting.
- G. Prepare and file all tax and financial reports and records as required by the law, NIGP, or the Association policies.
- H. Perform monthly bank reconciliations with a designated Board Member.
- I. Retain all financial records of the organization.
- J. Identify, recruit and mentor future leaders for the Association.
- K. Perform other duties as requested by the President or Board.

#### **V. Role of the Secretary**

The Secretary shall be responsible for recording the proceedings, including any issues and actions taken by the Board, the preparation of a draft copy of minutes for the Board's review and producing a complete and final electronic copy of minutes for distribution to the Board prior to the next Board meeting.

- A. Serve as an elected and voting member of the Board.
- B. Record and document minutes of all Board and/or Association meetings.
- C. Retain all non-financial records of the organization.
- D. Identify, recruit and mentor future leaders for the Association.
- E. Coordinate and maintain adequate insurance as directed by the Board and policy.
- F. Perform other duties as requested by the President or Board.

## **POLICY 3: Financial Related Policies**

### **I. Objective:**

To ensure the Association operates in a transparent, fiscal manner that is consistent with standard accounting practices and complies with applicable state and federal laws.

### **II. Financial**

#### **A. Banking**

1. The Association funds shall be deposited in FDIC insured financial institutions.
2. Accounts, including checking, savings, certificates of deposit, money market, etc. shall be in the name of the Association, not an individual's name.
3. Signatures should be updated on accounts within 1 week of an officer change.
4. Payments returned to the Association as unpaid (non-sufficient funds, etc.), shall be charged back to the issuer along with any fees incurred by the Association for the returned payment. The Board reserves the right to cancel membership, registration or take any other action toward the issuer to resolve the matter.
5. Accounts should be reconciled at least once per month and the Board notified immediately if issues are found.
6. The Treasurer shall be responsible for the preparation and submission of tax and financial records to the accountant for completion. Copies of which shall be presented to the Board and maintained in accordance with the Association's records retention schedule.

#### **B. Membership Fees**

1. Each year, the Board shall formulate a schedule of dues for the Association membership.
2. The membership fee is due annually in order to remain in good standing with the Association.
3. Membership fees can be paid with the registration to the Association's Annual Forum or separately.
4. Membership fees shall be paid by March 31st in order to be considered an active member to qualify for awards and scholarships awarded at that current year's Annual Forum.

#### **C. Receipts**

1. Cash funds collected, such as through store sales or silent auctions, shall be secured during the event. During breaks or at the end of the day, the cash shall be given to the Treasurer or his/her designee.
2. At the end of the day or event, cash shall be counted and compared to sale records by a minimum of two members, one of which is the Treasurer. A cash verification log should be created and initialed by those who verified the funds received.
3. Deposits should be deposited to the Association's bank account within five (5) working days from the end of the event.

4. Credit card receipts should be reconciled to bank account and will be coded appropriately to allow tracking.

#### D. Refunds

1. The registration fee for the Association's Annual Forum includes two (2) components; registration to the forum and an Association membership fee for the upcoming year beginning January 1st.
2. The Association will refund advanced registrations, less a 5% administrative fee (calculated on the amount requested for refund) if a written refund request is received no later than thirty (30) calendar days prior to the Association's Annual Forum.
3. The Board reserves the right to review any refund request that is submitted in writing and use its discretion to waive cancellation policy on a case-by-case basis.

#### E. Expenses

1. All payment documents shall require the signature of the Treasurer.
2. All expenses not identified in the Association's approved budget shall require the prior approval of the President or the Vice-President.
3. Payment documents that equal \$5,000 or more shall require the signature of the President or Vice President, in addition to the Treasurer.
4. All invoices and reimbursement requests shall be paid within thirty (30) calendar days upon receipt of the product or service and a proper invoice (whichever is received later) or by the invoice due date (if the invoice due date is earlier).

#### F. Credit Card

1. The President and Treasurer will identify authorized credit card holders based on their role on the board and their need to expend funds.
2. As the final approver for all purchases, the President and Vice President shall not be a cardholder.
3. All cardholders are required to sign the KPPA AUTHORIZED CREDIT CARD USER AGREEMENT.
4. Cardholders are prohibited from utilizing the credit card for personal or unauthorized expenses. In the event the cardholder has an accidental charge of this nature, the cardholder must notify the Treasurer and President immediately upon discovery of such charges and reimburse the Association within 30 calendar days. Failure to do so may result in disciplinary action, termination from the Board, and/or prosecution.
5. Cardholders are prohibited from utilizing the credit card for cash advances, or purchase of negotiable instruments such as money orders or gift cards, unless approved by the Treasurer and President or Vice President.
6. Cardholder is prohibited from allowing another person to borrow or use the credit card or credit card number.
7. Cardholder is prohibited from saving credit card information on merchant accounts, unless approved by the Treasurer and President or Vice President.

8. Cardholder shall return the credit card to the Treasurer upon termination of the card or upon request by the Board.
9. Cardholder shall submit all receipts, identifying the applicable budget line item, to the Treasurer within seven (7) calendar days following completion of the transaction. Cardholders who fail to submit receipts within the requested timeframe may have their credit card cancelled by the Board.
10. The Treasurer shall review all credit card expenses monthly when processing credit card payment.
11. Cardholder may be required to repay any charges that do not have proper preauthorization documentation.
12. Credit cards may be suspended or cancelled at any time without cause.
13. The Treasurer will include Credit Card Outstanding Receipts each Board Meeting in the Treasurer Report.
14. Lost or stolen cards must be immediately reported to the President and the Treasurer.
15. Should fraudulent charges or misuse of the card be suspected, the Board will investigate such instances. The card in question will be temporarily suspended during the investigation. The Authorized User in question will be allowed to explain card usage to the Board. Cards will be removed from an authorized user by a majority vote of the Board. Authorized Users will be responsible for reimbursement to the Association for fraudulent charges or card misuse and any expenses incurred by the Association to investigate and/or prosecute.

#### G. Budget

1. The Treasurer will present a recommended annual budget to the Board for approval at the first board meeting of the calendar year.
2. The budget shall be designed to report details by categories so the Board understands the budgeted amounts allocated.
3. Included within the budget shall be an amount allocated for the President's discretion to spend on items deemed necessary by the President to purchase memorials, honoraria, gifts, greeting cards, etc. The President shall submit receipts to the Treasurer after each purchase and these expenses are subject to audit.
4. The Board shall approve an annual budget at the first board meeting of the calendar year.
5. During the year, the President at his/her discretion may authorize an increase to a budgeted expenditure up to, but not to exceed, ten percent (10%) of the event's budgeted amount. The Board shall approve projected amounts exceeding this ten percent (10%) threshold.

#### H. Records

1. The Association will maintain records on a cash basis accounting method.
2. All budget and financial entries will be recorded and controlled by the Treasurer unless specifically exempted in the Association By-laws and Policies.
3. The Treasurer will maintain a check register and other files necessary to report financial status and activity to the Association. The Association shall purchase any software and/or upgrades necessary to assist the Treasurer.

4. The Treasurer will present at each Board meeting a cumulative financial report that will report the budgeted versus actual income and expenses for each budget category in addition to the balances/status of all Association financial accounts.
5. Once the Board has approved the Treasurer's financial report, a condensed version of the financial report shall be posted to the Association's website in a secure manner for review by the Association's membership.
6. A copy of invoices, deposit records and other supporting documentation will be maintained in a file to ensure that all transactions are available for auditing purposes and retained in accordance with the Association's record retention schedule.

### **III. Audits**

- A. An audit of the Association's financial records shall be performed on an annual basis.
- B. The audit shall be comprehensive and review, at a minimum, expenditures, receipts, financial reporting, silent auction, and scholarship programs.
- C. The Board will work with the auditing team to determine the audit scope and requirements, which should identify weaknesses and strengths so the Board can improve upon and ensure sound management of the Association's finances.
- D. The audit report should be finalized by May 1 each year. Once the audit report has been finalized, the report shall be posted to the Association's website in a secure manner for review by the Association's membership.

### **IV. Travel**

- A. General Info
  1. The Board must approve any deviation from this policy.
  2. The Board shall annually review and update, if necessary, the subsistence rates allowed for travel reimbursement.
- B. Travel Eligibility

All travel costs incurred by all members shall be the responsibility of the member except as follows:

  1. Travel being reimbursed through an Association scholarship or award as an allowable expense;
  2. Travel on behalf of the Association and with the Board's prior approval; and
  3. Other travel pre-approved by the Board (i.e., conference, training, etc.).
- C. Allowable Travel Expenses
  1. Transportation
    - a. Mileage can be claimed between the departure and arrival locations, including mileage to and from the airport.

- b. Mileage shall be reimbursed at the Commonwealth of Kentucky state government rate per mile in place at the time of travel. A member traveling by vehicle, in lieu of travel by air, will only be reimbursed up to the amount of an airline ticket.
  - c. Member shall book air travel, whenever possible, well in advance of the travel dates in order to obtain the lowest fare possible.
  - d. The Association will only pay for a “coach” or “main/economy cabin” fare. The Association shall not reimburse costs for first class or business class travel. If vehicle travel is less expensive than air travel, the member will only be eligible for the rate per mile.
  - e. Shuttle, taxi, and other shared ride services are allowed if relating to official business.
  - f. Parking, bridge, and highway toll charges.
- 2. Baggage fees. The Association will not pay overweight baggage charges not relating to official business.
- 3. Registration fees.
- 4. Lodging.
- 5. Subsistence\* if travel includes overnight lodging and at least these hours:
  - a. Breakfast (6:30am – 9:00am)
  - b. Lunch (11:00am – 2:00pm)
  - c. Dinner (5:00pm – 9:00pm )

\*Amounts will be stated on the KPPA travel voucher.
- 6. Gratuities (amounts deemed excessive by the Association may be denied)
- 7. Other expenses approved by the Board.
- D. Reimbursement
  - 1. Unless otherwise approved by the Board, the Association member shall pay all travel costs up front and apply for reimbursement, with the exception of registration or entry fees, which may be paid directly by the Association.
  - 2. To be reimbursed for expenses, the member must complete and submit a KPPA Travel Voucher (available on the Association’s website) along with supporting documentation to the Association Treasurer.

## V. Insurance

- A. The Association shall have both a general liability and a directors and officers liability insurance policy in place at all times.
- B. Liability coverage should provide important protection from potential liability and payment of defense costs, even if the Association and/or directors and officers are not liable.
- C. Policies should be reviewed annually to ensure coverage is sufficient and relevant to the Association’s strategic plan.

## **POLICY 4: Awards and Scholarships**

### **I. Objective:**

To further define and develop policies for the Awards and Scholarships promoted and funded by the Association. This policy will provide general information as well as information concerning awards, essays, lotteries, scholarships. It will also define the requirements for Buyer, Manager, and Agency of the Year.

### **II. General Information**

- A. The Association should award five (5) general scholarships at the annual forum; two (2) being awarded from the submission of essays by interested Association members and three (3) by lottery drawings. Award of lottery drawings is contingent upon available funds.
- B. To be eligible to win a scholarship, the individual must be a current Association member before the scholarship is awarded and continue membership throughout the time the scholarship is used. Association membership is defined as being a member since the prior year's Forum or prior to March 31st of the current year. For lottery drawings at the Annual Forum, any attendee may be eligible for scholarship drawings.
- C. Scholarships are to be used to further the recipient's professional education. If an eligible member retires before the calendar year ends, the scholarship can be used to attend any Association sponsored event, but will expire at the end of the calendar year and cannot be deferred. Lifetime members may use a Board Service Appreciation scholarship, if awarded, their first year as a Lifetime member.

### **III. Essays**

The Awards and Scholarship Committee will determine at least two (2) topics for the essay competition. Members may submit an essay on one of the predetermined topics or submit an essay on any procurement topic of their choosing.

#### **A. Rules**

- 1. Only one (1) essay shall be submitted per person.
- 2. Current members of the Board shall be ineligible to submit an essay.
- 3. Essays shall not exceed two (2) double spaced, typewritten pages and a cover page. Cover page shall include the selected essay topic, name and email address of the essay writer, agency mailing address and phone number. Essays not conforming to this format will not be considered.

#### **B. Contest Announcement**

- 1. The Awards and Scholarship Committee will notify the members of the "Essay Contest" not less than sixty (60) days prior to the Forum. Essays will be due not less than thirty (30) days prior to the Forum.
- 2. The announcement will include:

- a. Predetermined topics
  - b. Instructions
  - c. Due date
  - d. Location to send essays
- C. Submittal

Essays must be sent to the Awards and Scholarships Chairperson by the date and time specified. The Chairperson will then forward copies of each essay, less the essay writer's name, to the Awards and Scholarships Committee for review and scoring. Scored essays are due back to the Chairperson not less than twenty (20) days prior to the Forum.
- D. Scoring
  1. The Chairperson will not score the essays unless there is a tie.
  2. All essays will be scored according to the following criteria, which totals a maximum of 100 points. Essays must achieve a minimum score of 75 points to be awarded a scholarship.
    - a. Writer's ability to communicate ideas, writing style (35 points)
    - b. Relevance to essay theme (35 points)
    - c. Structure of essay, opening paragraph, supporting paragraphs, conclusion (20 points)
    - d. Technical aspects (10 points)
- E. Award
  1. The highest two (2) scoring essays, with a minimum score of 75, will be awarded a scholarship. If only one (1) essay is received and scores the minimum score of 75, only one (1) scholarship will be awarded.
  2. The 1st place essay winner will receive a scholarship in the amount of \$1,500.00 and a plaque with the Association's seal and "Essay Winner", winner's name, and current year.
  3. The 2nd place essay winner will receive a scholarship in the amount of \$1,200.00 and a plaque with the Association's seal and "Essay Winner – Runner Up", winner's name and current year.
  4. Essay winners will be announced during the Forum. Winners are not required to be present at the Forum to receive the scholarship awards.
- F. Reimbursement Requirements

Essay scholarships must be used by the conclusion of the following calendar year.

#### **IV. Lottery**

The Association will award three (3) general lottery scholarships annually contingent upon available funds.

- A. Eligibility
  1. Standard eligibility requirements apply per Item II, B above.

2. Current members of the Board are eligible for the lottery scholarships.
3. Must be present at the time of the drawing to win.

**B. Selection**

A drawing of all eligible registered Forum attendants will be completed during the Annual Business Meeting and Awards Banquet.

**C. Award**

1. The recipient of each of the first two (2) drawings will receive a \$1,200.00 scholarship.
2. The recipient of the third drawing will receive paid registration for the Forum.

**D. Reimbursement Requirements**

Lottery scholarships must be used by the conclusion of the following calendar year.

## **V. Board Scholarships**

The Association should offer the following scholarships to members of the Board:

**A. Presidential Scholarship**

The Association will pay for the President and the Vice President to attend the NIGP Annual Forum. Covered expenses include registration fees, lodging, meals not included in the registration, and travel to and from the Forum. In the event that the President and/or the Vice President cannot attend the NIGP Annual Forum, the opportunity will be given to a member of the Board and will be administrated by the process in place for KPPA Board Lottery Scholarships.

**B. Merit Scholarship**

The Merit Scholarship is awarded to the member of the Board who, in the opinion of the Board, has demonstrated exemplary service and leadership on the Board during the past year. The nomination shall be made by a board member and approved by a majority of the Board present during the first meeting of the calendar year (a quorum for purposes of holding the meeting is defined in the By-laws as eight (8) members. The funds from this scholarship must be used the following calendar year.

The rules for nomination are:

1. Nominee cannot be the President or Vice-President;
2. A board member cannot self-nominate; and
3. Any individual who receives a Merit Scholarship one year cannot be nominated the following year.

**C. Service Appreciation Scholarship**

The Service Appreciation Scholarship is awarded to all board members, including President and Vice President, who will term out in the current year after serving a minimum of nine (9) consecutive years on the Board. The scholarship must be used during the board members final year on the board. In the event the current President or Vice President are in their final year, their Service Appreciation Scholarship would be used the following year. The board will

determine the maximum dollar amount of the scholarship annually.

#### D. Lottery Scholarship

The Lottery Scholarship will be awarded based upon a drawing during the first board meeting of the calendar year. All board members in attendance are eligible to win with only one restriction. The President, Vice President, or a board member who received the Merit Scholarship or a Service Appreciation Scholarship is ineligible to win the Lottery Scholarship.

Board scholarships are to be used to attend the NIGP Annual Forum. Expenses to be covered include registration fees, lodging, KPPA per diem for meals not included in the registration and travel to and from the NIGP Annual Forum.

Recipients will be required to pay all costs up front and apply for reimbursement afterwards, unless otherwise preapproved by the Treasurer and President. To be reimbursed, the recipient must complete and submit an Association Travel Voucher (available on-line) along with all supporting documentation to the Association Treasurer.

#### E. Educational Scholarships

##### 1. Board Approval of Participation Scholarship Budget

The Board will review the Participation Scholarship program annually. During the annual approval process the Board will make a determination as to whether funding is available to award educational scholarships during the upcoming fiscal year. Even in the event of adequate funding, the Board reserves the right to either suspend the program or not fund the program at any time, with the understanding that cancellation cannot be made retroactively after members have registered for seminars.

Contingent upon available funding and approval by the Board, the Association will reimburse the allowable costs in accordance with the amount and methodology determined by the Professional Development Committee and approved by the Board.

##### 2. Qualifications for Scholarships

Individuals must be Association members as of March 31<sup>st</sup> of the year in which the seminars are held. In addition, individuals must also be current NIGP members.

##### 3. Annual Participation Scholarship Award Process

- a. The Participation Scholarship Award Process will be determined annually by the Education Reimbursement Subcommittee and approved by the Board.
- b. For reimbursement of NIGP classes, the Association will only reimburse the "NIGP member" seminar registration rate.
- c. The Association will not pay registration late fees.
- d. Registration cancellations will be subject to NIGP's registration cancellation policy.
- e. Registration reimbursements will be made directly to the agency/individual that paid the original registration.

##### 4. Educational Reimbursement

Members eligible for reimbursement of allowable expenses must submit appropriate documentation to the Association Treasurer no later than thirty (30) days after the event.

Even if his/her agency is to receive the reimbursement, it is the responsibility of the individual to ensure the appropriate documentation has been submitted. No reimbursement will be made if documents are received after the thirty (30) day deadline. In the event of extenuating circumstances, the Board may waive the thirty (30) day requirement.

The Awards and Scholarships Committee chair will have thirty (30) days to complete the reimbursement process which will include the President and/or Vice President approval and the Secretary mailing the check to the eligible member.

## **VI. Buyer of the Year**

### **A. Eligibility**

To be eligible, the candidate must:

1. Be a rank-and-file buyer and does not include supervisory management professionals in the organization;
2. Be actively employed full-time in public purchasing;
3. Be a member of the Association at the time of award; and
4. Not have won the award in the previous 5 years.

### **B. Nominations**

1. All nominations shall be submitted according to the form provided by the Committee Chair.
2. Requests for nominations will be sent to the members at least sixty (60) days prior to the KPPA Annual Forum. Nominations will be due not less than thirty (30) days prior to the KPPA Annual Forum.
3. A member of the Association will send nominations to the Awards and Scholarships Committee Chairperson.

### **C. Scoring**

1. The Chairperson will copy each nomination and forward them to the Awards and Scholarship Committee for review and scoring.
2. Scored nominations are due back to the Chairperson not less than twenty (20) days prior to the KPPA Annual Forum.
3. The Chairperson will not score the nominations unless there is a tie.

### **D. Award**

The recipient of the “Buyer of the Year” award will receive:

1. A plaque bearing the “KPPA Logo”, the title of the award, recipient’s name, and date.
2. A sweatshirt or jacket bearing the “KPPA Logo”, title of award.
3. \$2,000.00 scholarship to be used to further the recipient’s professional education (per Section XII - Reimbursements below).

## **VII. Manager of the Year**

A. Eligibility

To be eligible, the candidate must be a:

1. Supervisory or management level professional for a minimum of two (2) years in the organization at the time of nomination;
2. Actively employed in public purchasing;
3. Member of the Association at the time of award; and
4. Not have won the award in the previous 5 years.

B. Nominations

1. All nominations shall be submitted according to the form provided by the Committee Chair.
2. Requests for nominations will be sent to the members at least sixty (60) days prior to the KPPA Annual Forum. Nominations will be due not less than thirty (30) days prior to the KPPA Annual Forum.
3. Nominations will be sent to the Awards and Scholarships Committee Chairperson.

C. Scoring

1. The Chairperson will copy each nomination and forward them to the Awards and Scholarship Committee for review and scoring.
2. Scored nominations are due back to the Chairperson not less than twenty (20) days prior to the KPPA Annual Forum.
3. The Chairperson will not score the nominations unless there is a tie.

D. Award

The recipient of the “Manager of the Year” award will receive:

1. A plaque bearing the “KPPA Logo”, title of award, recipient’s name, and date.
2. A sweatshirt or jacket bearing the “KPPA Logo”, title of award.
3. \$2,000.00 scholarship to be used to further the recipient’s professional education (per Section XII - Reimbursements below).

## **VIII. Agency of the Year**

A. Eligibility

This award is open to all agencies with KPPA members. All nominations should include, but are not limited, to the following:

1. Name and address of agency
2. Agency head
3. Number of employees
4. Purchasing volume (dollars or number of procurements)
5. Major accomplishments (i.e., creative purchasing techniques, money saving procedures, etc.)

6. Recognitions and Awards
7. Implementation of new ideas
8. Member involvement in the Association or NIGP
9. Other pertinent information

**B. Nominations**

1. Requests for nominations will be sent to the members at least sixty (60) days prior to the KPPA Annual Forum. Nominations will be due not less than thirty (30) days prior to the KPPA Annual Forum.
2. Nominations will be sent to the Awards and Scholarships Committee Chairperson.

**C. Scoring**

1. The Chairperson will copy each nomination and forward them to the Awards and Scholarships Committee for review and scoring.
2. Scored nominations are due back to the Chairperson not less than twenty (20) days prior to the KPPA Annual Forum.
3. The Chairperson will not score the nominations unless there is a tie.

**D. Award**

The recipient of the “Agency of the Year” award will receive:

1. A plaque bearing the “KPPA Logo”, title of the award, recipient agency’s name and date.
2. \$2,000.00 scholarship to be used to further the Agency’s professional education (per Section XII - Reimbursements below).

## **IX. Values and Guiding Principles Award**

As a chapter of NIGP, the Association has adopted the Values and Guiding Principles of Public Procurement as set forth in the “Principles and Practices of Public Procurement”. In recognition of the importance of those basic tenets of public procurement, the Association will issue the “VGP Award” annually to the member who, in the opinion of the Board, best demonstrates those values and guiding principles through his/her work as public procurement professional.

**A. Eligibility**

Any current member of the Association is eligible to receive this award.

**B. Nominations**

The Awards and Scholarships Chairperson should issue a call for nominations from the members in early January. Nominations should be received for a minimum of two (2) weeks. The call for nominations may be done electronically and include:

1. A copy of the Values and Guiding Principles of Public Procurement;
2. Instructions that the nominator must describe how the nominee meets the award criteria; and
3. The nomination deadline.

### C. Scoring

When determining a nominee's qualifications, the Awards and Scholarships Committee should consider how the criteria contained in the Values and Guiding Principles of Public Procurement is reflected in the nominee's body of work as a public procurement professional.

The criteria are:

1. Ethics
2. Impartiality
3. Professionalism
4. Service
5. Transparency
6. Accountability

Upon receipt, the Awards and Scholarships Committee should review the nominations and present no more than three (3) nominees to the Board during the first Board meeting of the calendar year. The Board will review the nominees and if any or all are acceptable, the Board will vote until one of nominees receives a majority of the available votes of the Board members present. In the event that there are three (3) nominees, and no nominee receives a majority of the available votes, the one with the lowest vote will be eliminated and the vote will be retaken.

### D. Award

The award will be presented to the recipient during the annual March is Procurement Month event.

The Awards and Scholarships Committee Chairperson should be responsible for procuring an appropriate item to be presented to the recipient. The item should be engraved/etched with the following:

1. Award name and year
2. Recipient name and certifications
3. KPPA logo
4. NIGP logo
5. 4P logo, "Principles and Practices of Public Procurement".

## X. Betty Bingham Lifetime Achievement Award

The Association shall have the option to award the "Betty Bingham Lifetime Achievement Award" annually at the KPPA Annual Forum.

### A. Eligibility

To be eligible, the candidate must:

1. Be retired from the public purchasing profession – this includes working part-time or through a temp agency,

2. Be a Retired, Lifetime, or past member of the Association, and
3. Have served the Association in a leadership capacity (i.e., board member, officer, committee chairperson or committee member)

**B. Nominations**

Nominations should include, but not be limited to:

1. Name of nominee
2. Agencies served
3. Professional certifications
4. Contributions to the profession
5. Contributions to the Association
6. Contributions to NIGP
7. Any additional pertinent information that might be applicable

**C. Selection**

During the third Board meeting in the calendar year, each board member will have the opportunity to submit the name of a candidate. The Board will discuss each candidate's qualifications.

A silent vote will be held and the candidate receiving the majority of votes of the Board members present will receive the award. If no candidate receives a majority of the votes, the two (2) candidates with the most votes will have a runoff. In the event of a tie, votes will be taken until there is a winner.

Board members not in attendance may submit a candidate for consideration but may not vote.

**D. Award**

The recipient of the "Betty Bingham Lifetime Achievement Award" will be recognized during the Awards Ceremony at the KPPA Annual Forum. At that time, the individual will be presented with an award determined by the Board, suitable to the significance of the honor. Every effort should be made to keep the recipient's name confidential prior to the presentation of the award.

## **XI. Other Plaques, Awards and Scholarships**

**A. NIGP-CPP, CPPO and CPPB Awards**

Members successfully achieving the NIGP-CPP, CPPO or CPPB designation will receive a one-time scholarship of \$300.00, \$200.00, and \$100.00 respectively. This scholarship will be presented during the Awards Ceremony at the KPPA Annual Forum. Only those individuals that are members of the Association, at the time they receive their certifications, will be eligible to receive the scholarship.

**B. Mentorship Service Appreciation Award**

Mentors should be recognized with a "Mentorship Service Appreciation Award" at the KPPA Annual Forum after successfully completing their mentorship duties. Award is contingent upon

a successful evaluation by the mentee.

C. President's Plaque

Upon completion of an individual's term as KPPA President, he/she should receive a plaque bearing the "KPPA Logo", "KPPA President", year(s) served and recipient's name. This plaque should be presented to the individual during the Awards Ceremony at the KPPA Annual Forum.

## **XII. Reimbursements**

A. Allowable Reimbursement Expenses

1. Recipients will be allowed to use scholarship funds for reimbursement of the following types of expenditures, in an amount up to the award total, unless otherwise restricted by the scholarship rules:
  - a. Coursework at an accredited college or university in the following disciplines: Management, Economics, Accounting, Personnel Management, Business Law, Public Administration, any course in which the major content is centered on procurement, or other Board approved coursework. Expenses to be covered include costs associated with registration, course fees and books.
  - b. NIGP sponsored seminars. Expenses include registration fees, lodging, meals and travel.
  - c. Certification/exam fees to become UPPCC certified or other professional procurement related certifications or designations.
  - d. Registration for the NIGP Annual Forum, KPPA Annual Forum or other procurement related conferences. Expenses to be covered include registration fees, lodging, KPPA per diem and travel.
  - e. NIGP and/or KPPA Membership Dues.
2. Discounted registrations are to be obtained when possible.
3. The scholarship amount awarded will be the maximum amount that the recipient will receive regardless of educational cost.

B. Reimbursement Request

Recipients will be required to pay all costs up front and apply for reimbursement afterwards, unless otherwise authorized by the Treasurer and President. To be reimbursed, the recipient must complete and submit an Association Scholarship Redemption/Deferment Form or travel voucher, if for travel reimbursement, (available on-line) along with all supporting documentation to the Awards & Scholarship Committee Chair for approval. The Awards & Scholarship Chair will obtain President Approval. Upon approval, the President will route to the Treasurer to process reimbursement.

C. Deferment Request

1. In the event that recipients are unable to use their scholarships in the timeframe required by the scholarship rules, they may submit a letter of explanation in detail to the Association Board for consideration of circumstances. The President must receive such request for consideration prior to the end of the eligibility window.
2. Submission of a letter does not mean that the scholarship will not be forfeited.

## **POLICY 5: Committees**

### **I. Objective:**

These policies cover appointment to committees, explanation of the annual work plan to committee chairpersons, and committee structure. They also provide a framework for committee action, describe the various types of committees, and address committee meetings and reports. The subject of staff liaisons to committees is addressed.

#### **Committee Classification and Structure**

The standing committees are as follows:

- Audit Committee
- Awards and Scholarships Committee
  - Education Reimbursement Sub-Committee
- Budget Committee
- Forum Committee
- Workshop Committee
- Professional Development Committee
- Membership and Diversity Committee
- Nomination Committee
- Policy Committee
- Communications Committee
- Registration Committee
- Reverse Trade Show Committee
- Silent Auction Committee
- Quality Control Team (QCT) Committee
- Vendor Recruitment Committee

### **II. Committee Appointments**

Except as stipulated in the Association By-laws, delegated by the President or by restrictions identified, the President shall appoint all committee chairpersons. All Association committee chairpersons shall serve on the Board. The appointed committee chairpersons shall be responsible for recruiting and selecting their committee members from the membership of the Association. The President and Vice-President shall be ex-officio members of all committees. The committee chairperson and/or President shall ensure that all committee chairpersons receive all pertinent files, materials and information concerning their responsibilities by January of their assigned year term.

#### **A. Eligibility to Serve on Committees**

All individuals holding membership in the Association are eligible to serve on committees. Only those with voting privileges may vote during committee tasks. Retired and former public procurement professional members may serve on committees but will act as advisors. Committee members serve a one-year term. There shall be no restrictions regarding the number of terms that a member can serve on a committee.

**B. Committee Size and Process for Conducting Meetings**

Each committee chairperson shall conduct meetings of his/her committee on an as needed basis. When feasible, such meetings shall be held in order to facilitate Association Officer interaction. The committee chairperson(s) shall provide an update of their committee meetings at Board meetings. Minutes of all committee meetings shall be emailed to the President for review. All minutes are to be stored centrally in the Association's Board Management system. Meetings may be held through teleconferencing.

The size of the committee will be the number of members required to carry out the duties of the committee effectively as deemed by the chairperson and the President.

**C. Roles and Responsibilities of the Committee**

Prior to the first committee meeting each year, the President or former committee chairperson will conduct an orientation and training session for the newly assigned committee chairperson and other persons in order to promote a clear understanding of the roles and responsibilities of each committee. The President will also explain the relationship between the Board's strategic plan and the annual work plan of the committees and its individual responsibilities and authorities there under.

Committee chairpersons and member shall become familiar with Article IV, Section D.6 of the Association By-laws.

Committees may not speak or act for the Board except when formally give such authority by the President. Expectations and authority shall be carefully stated in order not to conflict with authority delegated to the Officers. Committees are to assist the Board by preparing policy additions and/or alternatives for Board deliberations. Any proposals from the committees requiring the expenditure of funds outside of the approved budget shall be submitted to the President for Board approval. Committees shall develop programs and priorities consistent with the By-laws and Strategic Plan.

**D. Committee Member Participation and Conflict of Interest**

Members on all committees shall avoid any conflicts or apparent conflicts of interest. Individuals with a conflict, real or apparent, may serve as members of standing committees, attend meetings, ask questions, and provide information as necessary, but shall refrain from voting on any item that is a real or apparent conflict of interest.

### **III. Committee Descriptions**

**A. Audit Committee**

The Audit Committee fulfills the audit requirements outlined in Financial Related Policies.

Service on this committee is limited to:

1. Audit Chair;

2. Vice President;
3. Two general members; and
4. One additional Director at large.

The Treasurer responsible for the financial records of the period being audited shall participate in Audit meetings to provide requested information and any clarification necessary to the Audit Committee.

#### B. Awards and Scholarships Committee

In addition to the requirements outlined in Awards and Scholarships, the purpose of the Awards and Scholarships Committee is to provide the following:

1. Develop, maintain, and promote scholarship opportunities for membership. Enhancing the educational opportunities for all members should be the primary focus of this committee.
2. Promote the Scholarship Programs through the newsletter, on the Association website and other means as appropriate.
3. Develop topics for the Annual Essay Scholarship Contest.
4. Encourage membership to highlight the efforts of their agencies or fellow members by submitting entries for the Buyer of the Year, Manager of the Year, and Agency of the Year categories.
5. Present new scholarship program ideas to the Board and to the general membership after approval from the Board.
6. Work with Treasurer to ensure funds are available to the scholarship winners.
7. The committee chairperson shall report all committee activities during scheduled Board of Director meetings.

##### ○ Education Reimbursement Sub-Committee

Comprised of the Chairs and one General Member of the:

1. Education Committee
2. Reverse Trade Show Committee
3. Awards and Scholarship Committee
4. The President
5. The Treasurer

The Sub-Committee shall make an annual determination of the allowable expenditures and methodology for reimbursement to members and the committee chairperson shall report all committee activities during scheduled Board of Director meetings.

#### C. Budget Committee

1. Prepare a balanced annual budget for the Association and present it to the Board for approval prior to the first board meeting of the calendar year.

2. Monitor expenditures and work with the Treasurer and Board members to ensure that the Association operates within the prepared budget.
  3. Membership of this committee is limited to:
    - a. Treasurer (Chair)
    - b. President
    - c. Vice President
    - d. Chair and Vice Chair of the following committees:
      - i. Forum
      - ii. Workshop
      - iii. Vendor Recruitment
      - iv. Awards & Scholarship
      - v. Professional Development
      - vi. Membership
      - vii. Reverse Trade Show
      - viii. QCT
    - e. Two general members chosen by the President and/or Vice President with suggestions from the Board of Directors.
  4. The Committee Chairperson shall conduct meetings of the committee on as needed basis.
  5. The committee chairperson shall report all committee activities during scheduled Board of Director meetings.
- D. Forum Committee
1. Plan, organize, and oversee the Annual Forum in cooperation with the Board and related committees to include, but not limited to, hotel rooms, meals, the social event, attendee gifts, door prizes, etc.
  2. The committee chairperson shall report all committee activities during scheduled Board of Director meetings.
- E. Workshop Committee
1. Researching, planning, organizing educational workshops of interest to the Association membership and securing speakers for the Association Annual Forum in cooperation with the Forum Committee. The committee will make recommendations for workshops and speakers to the President by the 2<sup>nd</sup> quarter Board meeting.
  2. All presentations/workshops offered at the Association Annual Forum shall be complete with an explanation of the material to be presented. No presentations or workshops shall expressly market non-Association products or services without permission of the Board.
  3. Comprise an educational agenda for the Association Annual Forum. When creating the agenda, the committee should consider topics and/or speakers that are requested by

members to include current events, the latest procurement methods, trends, technology, and Kentucky specific procedures.

4. The committee chairperson shall report all committee activities during scheduled Board of Director meetings.

F. Professional Development Committee

In addition to the requirements outlined in the Professional Development Program, the purpose of the Education and Professional Development Committee is to encourage and support the following:

1. Promote professional development through education and certification.
2. Plan and coordinate all NIGP seminars based on training needs of the Association membership.
3. Review conference evaluation forms submitted by attendees of the Association Annual Forum to determine which NIGP seminars are most requested.
4. Work with Forum Workshop Committee to schedule speakers for other educational sessions throughout the year (i.e., March Purchasing Month).
5. Promote a mentorship program to assist membership in developing their professional knowledge and skills.
6. Write articles for the newsletter promoting education and professional development.
7. Provide oversight of the Association Mentorship Program.
8. Follow-up to ensure that the Association receives the required rebate from NIGP for sponsoring seminars.
9. The committee chairperson shall report all committee activities during scheduled Board of Director meetings.

G. Membership and Diversity Committee

1. Promotes the Association to governmental procurement professionals who are not currently active or participating in the organization.
2. Shares the Association's values and seeks a diverse and inclusive membership of all public officials in the Commonwealth of Kentucky (both elected and non-elected), including agents, officers or employees of the Commonwealth and its political subdivisions and school districts that are involved in public procurement, contracting, budget, and/or materials management. Promotion of membership should be an invitation to strengthen and enhance the professional career of all governmental procurement professionals. The Association views a diverse Membership as a means to growth and success and respects individual strengths, viewpoints, and contributions. No one may be denied full participation in any aspect of the Association activities based on ethnic background, race, religion, color, gender, age, political beliefs, creed, sexual orientation, national origin, sex, or disability. The Association does not discriminate concerning membership eligibility policies; will comply with the Americans with Disabilities Act (ADA) and shall provide equal opportunity to those with disabilities in connection with the provision of public services and public accommodations.

3. Develop outreach efforts for current Association members. This shall include contacting individuals to encourage future and continued participation in the Association.
4. Maintain the Association Membership Guide and coordinate mailings to prospective members.
5. Write articles for the Association newsletter, which will encourage others to promote membership and highlight the benefits of membership such as scholarship programs, professional development and certification, effective communication through the newsletter, and subscribing to the NIGP Code of Ethics.
6. Ensure that the Communications Committee Chairperson receives the most current membership list in order that membership directory on the website is current.
7. The committee chairperson shall report all committee activities during scheduled Board of Director meetings.

#### H. Nomination Committee

The Nominating Committee's primary responsibility is to develop a slate of candidates and carry out the procedures, detailed herein, for the Board election that is held during the Business Meeting during the Association Annual Forum.

1. The election of Officers shall be the responsibility of the Board per Article IV.C.3 of the Association By-laws.
2. Potential nominees may not serve on the Nominating Committee.
3. Promote participation of the Association and members in the NIGP awards program. The committee will compile information related to annual entries for submission to NIGP for the national level awards on an annual basis.
4. The committee chairperson shall report all committee activities during scheduled Board of Director meetings.

#### I. Policy Committee

1. Prepare and maintain a policy handbook delineating policies that have been enacted by the Board.
2. Review minutes from past Board meetings for motions approved by the Board that affect the operations of the Association. These policies shall be recorded in an organized manner by topic. The most recent month of approved revision shall be noted in the Revision History of the By-Laws and Policy Manual. This handbook will be used to orient newly elected members to the Board and provide consistent leadership for the organization.
3. The committee chairperson shall report all committee activities during scheduled Board of Director meetings.

#### J. Communications Committee

1. Administer the Association's social media accounts, website, and mobile app.
2. Publicize Association events and announcements.
3. Produce and publish the Association's newsletter. Submit the Association's newsletter to NIGP for publication to NIGP's website.

4. Submit chapter articles to NIGP for publication.
5. Review webmaster invoices for accuracy prior to submission to the Association Treasurer.
6. The committee chairperson shall report all committee activities during scheduled Board of Director meetings.

K. Registration Committee

The Registration Committee will be responsible for the following functions at all KPPA Events:

1. Registration

Each year the Registration Committee and the Treasurer, with the approval of the Board, shall review forum fees and ticket charges for:

- a. Regular Members
- b. Lifetime Members
- c. Retired Members
- d. Student Members

The Association extends an invitation for retired members to attend the Association Annual Forum free of member registration fees. The retired members are only responsible for the costs of the meal functions and social networking activities that they plan to attend.

e. Complimentary

The Association shall determine all complimentary registrations and waive said fee(s) based on the Board review and approval.

f. Daily/Partial Registrations

Prior to the event, the Board will establish a daily/partial registration fee. The fee will include entrance to the forum for one (1) to three (3) days and Association membership beginning January 1st of the upcoming year.

g. Luncheon Tickets

h. All applicable Tickets/Charges

2. The committee chairperson shall report all committee activities during scheduled Board of Director meetings.

L. Reverse Trade Show Committee

The Reverse Trade Show Committee shall be responsible for planning, organizing and administering the Association Reverse Trade Show in cooperation with the Association Board and membership.

1. Be headed by a member or the Association Board, as assigned by the President.
2. Research and establish date and location of Trade show with input from committee members.
3. The committee chairperson shall report all committee activities during scheduled Board of Director meetings.

#### M. Silent Auction Committee

The Silent Auction is a fundraising event that is held annually during the Association Forum. The proceeds of which are used for the professional development of the Association members.

1. Be headed by a member of the Association Board, as assigned by the President.
2. The Committee may contact any vendor, organization or individual for the purpose of securing donations for the Silent Auction.
3. Board Member donations or Board donations may be made at the Board's discretion.
4. Annual recognitions will be determined by the Silent Auction Committee.
5. The committee chairperson shall report all committee activities during scheduled Board of Director meetings.

#### N. Quality Control Team (QCT) Committee

The QCT Committee will:

1. Serve as first line assistance at association events.
2. Prepare Equipment Needs Spreadsheet for association events.
3. The committee chairperson shall report all committee activities during scheduled Board of Director meetings.

#### O. Vendor Recruitment Committee

Plan, organize, and oversee the vendor relations at all Association events in cooperation with the Board and related committees.

1. Oversee all activities the day of the event including vendor registration, name badges, and sponsor recognition.
2. The committee chairperson shall report all committee activities during scheduled Board of Director meetings.

## **POLICY 6: Participant Code of Conduct**

### **I. Objective:**

KPPA is dedicated to providing a safe, friendly, welcoming, and harassment-free environment for all conference attendees and participants regardless of gender, gender identity or expression, age, sexual orientation, disability, physical appearance, body size, race, ethnicity, or religion.

This code of conduct outlines KPPA's expectations for all attendees and participants, including member and non-member attendees, speakers, contractors, exhibitors, sponsors, guests, and volunteers. Cooperation is expected from everyone and KPPA will actively enforce this code throughout the event. Violations are taken seriously. Participants violating this code of conduct may be sanctioned or expelled at the discretion of the organizers.

### **II. Scope:**

KPPA expects all participants, including attendees, media, speakers, volunteers, organizers, venue staff, contractors, vendors, sponsors, exhibitors, staff, or guests to abide by this code of conduct at all event venues and related social events.

### **III. Expected Behavior:**

Event participants are expected to communicate and present themselves in a professional and constructive manner, whether in person or virtually, handle dissent or disagreement with courtesy, dignity, and an open mind, be respectful when providing feedback, and be open to alternate points of view. Refrain from demeaning, discriminatory, or harassing behavior or speech. KPPA expects all participants to abide by this code of conduct at all events, including ancillary events, and official and unofficial social gatherings.

#### **A. Unacceptable Behavior**

Harassment includes, but is not limited to, offensive verbal or written comments, and negative behavior, whether in real or virtual space, including those which are related to or are based upon gender, age, sexual orientation, gender identity, gender expression, disability, physical appearance, body size, race, ethnicity, religion, or other group identity. Harassment also includes display of sexual images in a public space, deliberate intimidation, stalking, following, harassing photography or recording, sustained disruption of sessions or other events, inappropriate physical contact, and unwelcome physical contact or sexual attention.

#### **B. Unacceptable behaviors include:**

1. Intimidating, harassing, abusive, discriminatory, derogatory, or demeaning speech or actions by any participant at all related events and in one-on-one communications carried out in the context of event venues may be shared with members of the public; please be respectful to all patrons of these locations.
2. Boisterous, lewd or offensive behavior or language, including but not limited to sexually explicit language, profanity, obscene gestures, racial, religious, gender or ethnic slurs;

3. Harmful or prejudicial verbal or written comments or visual images related to gender, sexual orientation, race, religion, disability;
4. Inappropriate use of nudity and/or sexual images in public spaces (including presentation slides);
5. Deliberate intimidation, stalking or following;
6. Harassing photography or recording;
7. Sustained disruption of sessions or other events;
8. Unwelcome and uninvited attention or contact;
9. Physical assault (including unwelcome touch or groping);
10. Real or implied threat of physical harm;
11. Real or implied threat of professional or financial damage or harm;
12. Possession of any item that can be used as a weapon, which may cause danger to others if used in a certain manner;
13. Possession of any open can, bottle or other receptacle containing any alcoholic beverages, except in areas specifically designated for the consumption of alcohol; **please drink responsibly.**
14. Failure to obey the rules and regulations of the venue(s).

Exhibitor and sponsor booths or similar activities are also subject to the code of conduct. In particular, exhibitors should not use sexualized images, activities, or other material. Booth staff (including volunteers) should not use sexualized clothing/uniforms/costumes, or otherwise create a sexualized environment.

#### C. Consequences of Unacceptable Behavior

Perceived harassment and/or unacceptable unwanted / uninvited behavior will not be tolerated by any NIGP event attendee, including member attendees, non-member attendees, media, speakers, volunteers, organizers, venue staff, contractors, vendors, sponsors, exhibitors, staff, or guests.

Anyone asked to stop any harassing behavior is expected to comply immediately.

If a participant, either in real or virtual space, engages in unacceptable behavior, the conference organizers may take reasonable actions in the best interests of the Institute to protect the safety and security of its conference attendees and staff, including the expulsion from the conference and/or actions taken by appropriate local law enforcement officials.

## IV. Reporting an Incident:

The safety and security of our attendees is of our utmost priority. If you are the subject of unacceptable or inappropriate behavior, notice that someone else is being harassed, or have any other concerns, please notify a member of the staff immediately. Event staff will be available to help victims contact hotel/venue security or local law enforcement, provide escorts, or otherwise assist those experiencing harassment to feel safe for the duration of the event. Staff will be

wearing KPPA shirts with the KPPA logo, and many can be found at the event registration desk, or one may email KPPA at [info@kppanigp.org](mailto:info@kppanigp.org)

If possible, provide the following information, preferably in writing:

- Identifying information (name/badge number, appearance) of the participant doing the harassing
- The behavior that was in violation
- The approximate time of the behavior (if different than the time the report was made)
- The circumstances surrounding the incident.
- Other people involved in or witnessing the incident.

## **V. Addressing Grievances:**

If you feel you have been falsely or unfairly accused of violating this code of conduct, you should notify the KPPA Board of Directors President with a concise description of the grievance. The Board of Directors will review the grievance and issue a statement indicating the final decision on the matter.

## **POLICY 7: Technology**

### **I. Objective:**

The purpose of this technology policy is to define and outline acceptable use of social media sites and website resources, in addition to establishing policy regarding placing online ads and the use of KPPA information technology (IT) equipment. Examples of social media sites include, but are not limited to, Facebook, Twitter, Instagram, LinkedIn, Flickr, YouTube, blogs, virtual worlds, and other sites that allow interactive posting of information, images, video and comments.

The Kentucky Public Procurement Association's (KPPA) goal is to have a web presence that offers visitors multiple ways to receive chapter updates and information. Social media and website platforms offer many advantages and promote KPPA, NIGP, and UPPCC (Universal Public Procurement Certification Council) initiatives while fostering communication among procurement professionals and recruiting potential new members.

### **II. Social Media**

#### **A. Guidelines**

1. KPPA's Board accepts and approves the usage of social media platforms, Facebook, Twitter, and LinkedIn for general organizational networking, announcements, and ad placements.
2. All social media sites for KPPA shall be maintained and managed by the KPPA Communications Committee and/or KPPA President's Designee.
3. KPPA's President or Board shall approve the use of different social media sites not referenced above prior to the launch of the new site.
4. KPPA managed social media sites should make every effort to clearly identify their official status by incorporating the organization's name, acronym, or logo whenever possible.
5. Board Directors shall exercise caution when accessing social networking accounts using Association owned electronics. Cyber criminals are increasingly using social networking sites as attack vectors to spread malware and lure users to malicious websites. Do not fall for phishing schemes and other forms of cyber trickery.
6. Prior to launching a social media initiative, careful consideration should be given as to whether comments will be allowed. If comments are allowed, user feedback should remain regardless of whether it is favorable or unfavorable to the organization.
7. Comments should be deleted if they are offensive, abusive, racially inflammatory, threatening, clearly off topic, or endorse a political candidate or party.
8. Negative comments will be handled by the Communications Chair who will determine the appropriate response.
9. When reposting or referencing a post on one of KPPA's online sites, provide a link to the original post.
10. Be mindful of functions that allow the organization to be a "fan" of an individual or cause. Consider whether such an action would imply support for a political cause.

11. Content to be included on social media accounts should be sent to the Communications Committee Chair for approval prior to posting. Content that has been previously approved by the Communications Committee Chair will not need to be resubmitted for approval before posting.
12. Non-disclosed official KPPA business should not be shared in a non-official capacity. Official email accounts should not be used to establish a private social media presence.
13. The KPPA Board is to ensure all profiles and related content (whether of a personal or an official nature) is consistent with how one would wish to present him or herself as a professional, appropriate with the public trust associated with his or her position in KPPA and as a public procurement professional.
14. Emails and other correspondence conducted over personal social media channels that is official business of the organization should be preserved and retained in accordance with KPPA's record retention schedule. All unsolicited official contact through personal email or social media presence should be forwarded to an official email account and responded to from that platform.
15. If a KPPA Board Member or representative is responding on a non-KPPA site concerning an official KPPA matter, he or she shall identify him or herself along with the position in KPPA; and comment only about matters in which he or she is qualified to address.

B. Social Media Site Administrator(s) Responsibilities:

1. The Site Administrator for KPPA's social media sites will be the Communications Chair and Vice-Chair and/or other designee appointed by the Chair or KPPA President.
2. Be sensitive to the fact that social networks and other online forums blur the distinction between an individual's official and personal identities.
3. The Communications Committee Chair and Vice-Chair will control, retain, and safeguard information related to the social media accounts (i.e., name, password, etc.). The Chair or Vice-Chair may release this information to others who have been designated as an administrator of a KPPA social media site.
4. Build and maintain an active social media presence across KPPA's social media sites. Highlight KPPA, NIGP and UPPCC projects and successes and drive engagement among the procurement community.
5. Consider whether the personal thoughts published, even in clearly personal venues, may be misunderstood as expressing the position of KPPA. Assume that those outside of KPPA will read what is written.
6. Site Administrators should remain focused on stakeholders, existing commitments, and achieving the mission of KPPA and the Administrator's employing organization. Use of social media tools should never interfere with your primary duties, with the exception of where it is a primary duty to use these tools to do your job.
7. Post deliberately and carefully. All statements must be true and not misleading and all claims must be substantiated before posting. Statements posted online may continue to be visible for a long time, possibly even for years, so consider the content carefully. If you are unsure about something, discuss with the KPPA President or other Board members before posting.

8. Handle mistakes professionally. If a mistake is made, admit it. Be upfront and quick with corrections. If an earlier post cannot be modified, make it clear that a correction has been made.
9. Ensure KPPA's social media sites have the following disclaimer listed. "Any posting to this page may be subject to disclosure to third parties. KPPA reserves the right to address or remove any posts or comments at its discretion. KPPA has not evaluated and does not endorse any products advertised or opinions expressed on this page."
10. Transfer social media accounts and materials to the new Administrator when one is appointed. Train the new Administrator to take over immediately so KPPA's social media campaigns and outreach continues with no gap in coverage from the transition.

### **III. Website/Other Programs**

#### **A. Guidelines**

1. Guidelines outlined above for social media shall be followed when working with KPPA website and online tools.
2. The Communications Committee Chair shall serve as the website administrator and oversee KPPA's website design and modifications.
3. All KPPA Board members will have access to make website updates based on his/her role on the Board and KPPA Committees.
4. If online tools or board specific programs (i.e., Board Effect) are used by the Board, those tools and programs should be used to document and electronically store KPPA records in accordance with KPPA's record retention schedule.

#### **B. Website Administrator(s) Responsibilities:**

1. Maintain and enhance KPPA's website to ensure information is current and relevant. Review at least quarterly.
2. Fulfill website posting requests as soon as possible when received or as directed in the request.
3. Serve as contact person for KPPA's website design company. Coordinate contract negotiations and monitor contract performance.
4. Transfer website oversight materials to the new Administrator when one is appointed. Train the new Administrator to take over immediately so oversight of KPPA's website continues with no gap in coverage from the transition.

### **IV. Online Ads**

Since more people are trending toward social media and online avenues to gain information, businesses are finding it advantageous to place online ads through social media. As KPPA begins exploring this advertising medium, the following guidelines should be followed.

- A. The Communications Committee Chair or his/her designee will manage online ads.

- B. Prior to placing an online ad, the Communications Committee Chair shall obtain prior approval in accordance with the financial policy for KPPA expenditures. The only exception will be for ads with no associated costs (i.e., posting a Facebook event that does not cost anything to post so that KPPA can have people register through the Facebook event).
- C. When placing the ad, careful consideration should be given to ensure the ad is setup appropriately to achieve the highest results. Review targeted audience, dates, budget, and other details thoroughly before finalizing.
- D. Whenever possible, ads should be paid in advance so that KPPA credit card or other financial information is not stored online.
- E. Consider how the account is structured. Some social media accounts (i.e., Facebook) are designed so the person overseeing the account is a site administrator for a page through his/her own personal account. Try not to intermingle personal use with KPPA business.
- F. If credit card information has to be stored online to place the ad, prior approval must be obtained from the KPPA President and Treasurer. Consider obtaining a KPPA credit card that will only be used for online ads so if there are issues, it will not affect KPPA's normal business processes/accounts.
- G. Monitor ad activity, billings, and social media sites' ad performance reports. Tactics may need to be adjusted if ad results are not meeting expectations. Report findings to the Board.
- H. If adjustments need to be made or the ad needs to be discontinued, carefully review process for doing so to ensure ad is terminated as desired and additional charges are not incurred.

## **V. Electronic devices**

KPPA may provide Board members with IT devices to accomplish Board responsibilities more effectively and to enrich their performance skills. These devices, including but not limited to, iPads, laptops, mobile hotspots, etc., are to support KPPA activities and personal usage should be limited.

### **A. Guidelines**

- 1. All assets will be tracked, and records maintained to ensure the user/assignment of each device is known and an accurate report of inventory is kept.
- 2. KPPA's Vice-President will oversee requests for electronic devices.
- 3. Board members should have no expectation of privacy associated with devices and the information they transmit.
- 4. KPPA does not encourage nor support the use of any mobile communication devices while operating motor vehicles. This includes reading from or entering data into any hand-held or other electronic device for purposes such as telephone calls, emailing, navigational information, text messaging, or similar activities.
- 5. All IT devices must be returned to KPPA at the time a member leaves the Board.
- 6. KPPA reserves the right to request at any time, any and all IT devices and associated accessories, materials and boxes be returned to KPPA, even if the Board member is still serving his/her term.

### **B. User Responsibilities**

1. Prior to receiving any information technology device, the Board member must sign the "KPPA User Agreement".
2. Use the devices and services in a responsible, informed and safe manner, conforming to network etiquette, customs, courtesies, safety practices and any or all applicable laws or regulations.
3. Avoid transmitting sensitive or confidential information over any wireless network without approved security services or encryption tools, if and when available.
4. Be aware that conduct and information transmitted reflects on the reputation of the KPPA. Professionalism, accuracy, and honesty in all communications is of the utmost importance.
5. Devices should be secured at all times. For example, when leaving a vehicle, make sure the doors are locked and the device is out of sight. Report all losses to the Vice-President immediately.
6. The User of the device is responsible for the replacement of his/her lost, stolen, or damaged devices and accessories.
7. Return all original accessories, materials, and boxes provided with the device to the Vice-President when the device is returned to KPPA.

## **VI. Prohibited Activities**

Social media sites and resources created on behalf of KPPA shall not contain any of the following:

- A. Information that may tend to compromise the safety or security of KPPA members or its systems.
- B. Content that promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability or sexual orientation.
- C. Disparaging or threatening comments about or related to anyone.
- D. Defamatory, libelous, offensive, or demeaning material. Do not engage in a combative exchange.
- E. Nonpublic information of any kind.
- F. Personal, sensitive, or confidential information of any kind.
- G. Items involved in litigation or potential litigation.
- H. Illegal or banned substances and narcotics.
- I. Sexual content or links to sexual content, pornography, or other offensive illegal materials.
- J. Profane language or content.
- K. Conduct or encouragement of illegal activity.
- L. Comments not topically related to the particular site or blog article being commented upon.
- M. Violations of copyright, fair use, and other applicable laws.
- N. Any other content that would violate any statute, regulation, or internal procedure.

## **RECORD RETENTION SCHEDULE**

Awards and Scholarships/History Files	Permanent
Accounts Receivable Ledger	Six Years
Bank Deposits/Receipts	Six Years
Bank Statements/Reconciliations	Six Years
Billings	Six Years
Invoices from consultants, vendors	Six Years
Budget Work Papers	Two Years
Approved Budget	Permanent
Cash Receipts	Six Years
Checks Paid/Cancelled	Six Years
Donations	Six Years
Financial Statements – Audited	Permanent
General Ledger Detail – Year End Closing	Six Years
Revenue Posting	Two Years
Statement of Miscellaneous Income (Form 1099)	Six Years
Tax Returns / IRS Determination Letters	Permanent
Insurance	Permanent
Credit and Collection	Six Years after collection
Dues Records	Three Years
Approved Meeting Minutes	Permanent
Asset Records	Life of the Asset

Contracts – Vendors	Five Years after contract ends
Bylaws	Permanent
Operations Manuals	Permanent
Registration with state as nonprofit organization	Permanent
Tax Exemption	Permanent
Various Marketing/Media Records	Permanent

\*Records should be kept in a KPPA centralized, approved environment.