



PURCHASING ASSOCIATION CHARTER

10/21/93

ARTICLE I

NAME

The name of this organization shall be the S.U.N.Y. Purchasing Association, thereafter referred to as "association". It shall be a non-profit educational association.

ARTICLE II

OBJECTIVES

- A. To hold a minimum of two membership meetings per calendar year. Membership meetings will be planned and scheduled by the Association Executive Officers.
- B. To foster a better understanding of New York State and Research Foundation purchasing policies.
- C. To promote the development and sharing of improved procurement methods and practices through sponsorship of educational programs and joint sessions with other recognized purchasing associations.
- D. To collect and distribute information of interest and benefit to its membership including, but not limited to changes in regulations, development of vendor sources, efficiency systems and commodities.
- E. To provide a forum for the valuable networking of ideas and experiences which can save time and resources in daily purchasing practices.
- F. To establish and maintain high ethical standards in the representation of State and Research Foundation procurement practices.
- G. To further advance the importance and contributions of the Purchasing profession.

ARTICLE III

MEMBERSHIP

- A. Membership shall consist of any employee of the State University of New York and Research Foundation whose primary responsibilities include

-2-

procurement and support of goods and services, in the Purchasing environment.

- B. A member shall be considered in “good standing” after paying annual dues to the Association. Annual dues will be determined by the Executive Committee based upon the plans of the association for the year. Annual dues will be payable to the Association by August 15th of each year. Only paid members will be eligible for voting at semiannual meetings. An officer must be a member in good standing.
- C. New member applications shall be submitted to the Secretary of the Association by the area supervisor accompanied by the established membership dues. A new member may join the Association at any time during the year and will be eligible for voting at the next scheduled semi-annual meeting.
- D. All new member applications shall be presented to the Executive Committee by the Secretary.

ARTICLE IV

ORGANIZATION AND GOVERNMENT

- A. The Association’s governing body shall consist of Executive Officers, President, Vice President, Secretary and Treasurer plus six Directors elected by the membership. Terms of office shall be 2 years. Elected terms may be unlimited. A vacancy in any office will be filled by a member in good standing for the remainder of the term by an affirmative vote or two thirds by the Officers and Directors.
- B. All proposed amendments to the constitution shall be submitted in writing to the secretary for distribution to the membership, at least thirty days prior to the voting meeting. Sealed absentee ballots will be accepted if received prior to the meeting by the Secretary.

BY LAWS

ARTICLE I

DUES AND FEES

- A. The fiscal year shall be from July 1st to June 30th.

-3-

- B. Annual Dues, established by the executive Officers, will be voted on annually by the membership, after an annual plan for spending is reviewed with the membership.
- C. Dues shall be payable to the S.U.N.Y. Purchasing Association and sent directly to the Treasurer, in office, prior to August 15th of each year. A member who fails to pay dues by that date will be notified in writing of his/her delinquency. If payment is not received, thereafter, by September 30th, the member status will be considered inactive and voting rights will be revoked.

ARTICLE II

MEETINGS

- A. Election of new officers and Directors shall be held at Fall Meetings.
- B. New Officers shall take office at the close of Fall meetings.
- C. Robert Rules of Order (latest revision) shall govern all meetings except when they are in conflict with this constitution.

ARTICLE III

OFFICERS

- A. The President, shall preside at all Association meetings and shall appoint the Chairperson of all committees.
- B. The Vice-President shall assist the President, as needed, and shall perform all duties of the presidency in case of absence of the President.
- C. The Secretary shall keep the minutes of the Association meetings and perform other duties associated with the Office of Secretary.
- D. The Treasurer shall be responsible for the collection of all Association money, the maintenance of financial records and to provide a current

financial report at each Association meeting. He/She will be responsible for establishing an account in the name of the Association and handle all income and disbursement through this account.

-4-

- E. The Directors shall assist the Officers in decisions where required.

ARTICLE IV

ELECTIONS

- A. Nominations for Officers and Directors shall be made by ballot from all members in good standing. At least two nominations for each office will be solicited for a vote by the membership. In the event of a second nomination is not received, the single nominee will be declared elected.
- B. Elections will be by the majority vote of the membership responding.
- C. An election committee appointed by the President will be responsible for coordinating all elections.

ARTICLE V

PROPERTY RIGHTS

- A. No member of the Association shall have any right or title to the property or assets of the Association, in whole or in part.
- B. No surplus funds will be distributed, pro-rata, among the membership as a divided or return or partial dues.
- C. In the event that this Association is dissolved, all monies and/or assets remaining in its name after full payment off all expenses and debts shall be distributed to such educational institutions as determined by the Officers.