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**Hazel Orick Gibson, MBA, CPPB | Procurement Analyst & Advisor**

**Knoxville’s Community Development Corporation**

**2020 ETPA Vendor Tradeshow**

The 2020 Tradeshow is scheduled for July 23, 2020, and the Steering Committee and Committee Chair, Heather Whitehead are hard at work to bring you a great event. But all great events need an army of volunteers to make it successful and that’s where you come in! Let’s make this our best Tradeshow ever! You can start now by planning to attend and letting your suppliers know about the event. Look for registration to open soon and more details on our website.

**Bylaws Amendment**

Included in this newsletter you will find a proposed Bylaws Amendment. I am proposing to change the term of President and Vice President to two years to allow continuity in the Board; the President and Vice President will be elected in even number years while the Treasurer will be elected in odd number years to prevent a complete change in the Board structure. I am also proposing to combine two Standing Committees, Professional Development and Program. Please read the proposed amendments carefully and be prepared to vote at the 1st Quarterly Membership meeting on March 12 at Rothchild Catering & Event Center.

**Opportunities to Serve**

ETPA needs you! If you are interested in opportunities to expand your knowledge of ETPA while building a sense of community, what better way than to serve as a volunteer?! We aren’t asking for a lifetime commitment, not even a full year commitment. Let’s face it, we all have family responsibilities and full time careers!

We are looking for people with heart that love their chapter, but may only have a limited amount of time to commit. We are looking for Episodic Volunteers! Episodic volunteers are those who can commit to assist with a specific event or meeting with just a few hours of their time by simply securing a location or speaker for a meeting or in other meaningful ways. ETPA also has committees in need of Co-chairs; sure, it requires a bit more time, but these experiences are so very rewarding! So if this piques your interest, see pages 3-4 for a list of open committee positions.

**Fundraising Committee**

The Fundraising Committee is a new committee developed to secure ETPA’s sustainability well into the future. The committee will be responsible for planning specific fundraising events and activities and researching non-profit grant opportunities. The goal is for the committee to consist of 3 – 4 members and serve a term of 2 years. If you are interested in research (as in grant opportunities) or planning exciting events, this committee is for you!
Member News & Announcements

Michelle Ramey, City of Kingsport, and Kris Davis, Sullivan County, earned their CPPB certification this fall. Way to go, all your hard work has paid off!

Penny Owens was promoted to Purchasing Agent for the City of Knoxville! Congratulations Penny!!

Meet Luis Manuel, the new Diversity Business Specialist for the City of Knoxville.

Professional:
Luis has 2 years of work experience in Purchasing as a Junior Buyer with Ahern Seeds, a hybrid vegetable seeds distributor in San Diego, California. He also had a 2 year internship with the Auditor and Comptroller’s department at the City of San Diego. He speaks Spanish as his native language, and English as his second language since the age of 4. He obtained a bachelor’s of science degree in business administration from University of Phoenix – San Diego campus.

Personal:
His hobbies are: running, playing tennis, listening or playing drums, Indy or worship music, outdoors enthusiast, astronomy geek, bicycling, and cooking. His favorite famous quotes are: “...let Your will be done and not mine”, “I have a dream....”, “happy that I am grateful, not grateful that I am happy.” He likes Knoxville for its greenery and being just the right size. His wife Deanna is from Knoxville and they have two girls, Cecilia (Cecy) 3 ½ years old, and Adaline (Addie) 1 year-old and they live in south Knoxville.

Happy Retirement

Michelle Gillenwater has served as the Administrative Assistant for the City of Kingsport Procurement Department for 16 Years and she was recently promoted to Procurement Specialist. She has decided to retire, her last day is on March 27. Thank you for your service and happy retirement!
Knox County is Celebrating 35 years with NIGP!

Save $140 on Full Registration Packages, if you register before April 30th. This discount will be offered to EVERYONE, in lieu of group discounts.

What are you waiting for? Get registered here:
https://nsite.nigp.org/2020annualforum/registration/register-forum-2020

2019 ETPA Leadership Team

President: Hazel Gibson
Vice President: Jay Garrison
Secretary: Kris Davis
Treasurer: Lynn Farnham
Webmaster: Jolene Combs
Recognition Committee Chair: David Griffin
Newsletter Committee Chair: Nikisha Eichmann
Professional Development Committee Chair: Valerie Harless
Membership Committee Chair: Carol Maines
Outreach to other Professional Associations: Dustin Shearin
Reverse Trade Show Chairs: Heather Whitehead
Nominating Committee Chair: Brent Morelock
Mentoring Committee Chair: Tom Seagle

We are looking for 4 positions to fill for the Leadership Team. Please contact Brent Morelock, City of Kingsport, Or Hazel Gibson, Knoxville’s Community Development Corporation, if you are interested in filling these positions, we’d love to have you on the Leadership Team!

- **Professional Development Committee Co-chair**
  If you are organized to a fault and enjoy ‘making things happen,’ this committee is for you! The Professional Development Committee Co-chair allows you to coordinate and plan all NIGP seminars sponsored by the Chapter, plan all ETPA workshops & conferences, secure facilities appropriate for ETPA meetings and develop ETPA’s annual calendar of events.
• **2020 Tradeshow Co-chair**
We are seeking an energetic individual to serve as Co-chair for the Tradeshow Committee to help plan and execute a successful 2020 Tradeshow event! If you are looking for an outlet for your creative energies, this is for you!

• **Mentoring Co-chair & Mentors**
The Mentoring Committee Co-chair will serve with our current Co-chair to match mentors with new chapter members to assist in the acclimation of new members to ETPA and encourage attendance at chapter meetings and other ETPA sponsored events and classes.

• **Fundraising Committee**
The Fundraising Committee is a new committee developed to secure ETPA’s sustainability well into the future. The committee will be responsible for planning specific fundraising events and activities and researching non-profit grant opportunities. The goal is for the committee to consist of 3 – 4 members and serve a term of 2 years. If you are interested in research (as in grant opportunities) or planning exciting events, this committee is for you!

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**March is Public Procurement**

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**PROCLAMATION**

BY THE GOVERNOR

WHEREAS, professional public procurement is crucial for the efficient and effective operation of all governments across the great State of Tennessee; and

WHEREAS, the State of Tennessee has public procurement professionals at the state, county, city, collegiate, public school, utility board, public housing authority, public airport, public hospital and other quasi-governmental levels; and

WHEREAS, these procurement professionals dedicate themselves to providing the best value for every taxpayer dollar; they provide high-quality strategic, logistical and operational support for agencies and they dedicate themselves to expanding their knowledge, skills and abilities for the public good; and

WHEREAS, in addition to the purchase of goods and services, public procurement adds value to the organization by performing such functions as executing, implementing and administering contracts, developing strategic procurement strategies and cultivating working relationships with suppliers and other departments within the organization; and

WHEREAS, public procurement has tremendous influence on the economic conditions in the State of Tennessee, its municipalities and indeed across the United States, with accumulative purchasing power running into the billions of dollars; and

WHEREAS, the National Institute of Governmental Purchasing (NIGP) has designated the month of March as “Procurement Month” to further expand the awareness of the purchasing professional’s role to governmental officials, the general public, business leaders and NIGP members; and

WHEREAS, the East Tennessee Purchasing Association and the Tennessee Association of Public Procurement and other similar organizations around the nation are holding activities and events to further education and to inform the general public of the critical role that public procurement plays in our State’s success;

NOW, THEREFORE, I, Bill Lee, Governor of the State of Tennessee, do hereby proclaim March 2020 as **Public Procurement Month** in Tennessee and encourage all citizens to join me in this worthy observance.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the official seal of the State of Tennessee to be affixed at Nashville on this fifteenth day of January, 2020.

[Signature]

Governor

[Signature]

Secretary of State
Member Spotlight

**Director:** Susan Huskey  
**Buyer:** Cheryl Worley  
**Buyer:** Matt Kleinschmidt  
**Asset Coordinator:** Teresa Everett

How large (population) is your agency jurisdiction / number of customers served annually?  
52, 152

What is the makeup of your governing body?  
County Government under the 1957 Purchasing Act with a 10 member County Commission legislative body.

Number of employees (agency wide)?  
275 in Government political offices. This does not include our County School District which also falls under the County Purchasing operations.

Number of employees in Procurement?  
4 full time and one part time

What percentage of your Procurement professional staff is certified?  
50%

What is the average tenure of your Procurement team?  
12 years (from 23+ years to 3 years)

Does the agency have any certifications/accreditations (OA4, Pareto, AEP, et cetera)?  
No

In addition to purchasing, what other functions are performed by the Procurement Department?  
Surplus Property, Asset Management, Construction Project Management, and Risk Management

Number of Purchase Orders and Bids per year?  
5,100 P.O.’s and 25 bids
Global Best Practices with Terry McKeel

Terry McKeel, CPPO, CPPB
Knoxville’s Community Development Corporation
IT & Procurement Director
The Public Housing and Redevelopment Authority for the City of Knoxville and County of Knox

Introductory Note:

NIGP’s Global Best Practices Committee for Technology created four separate practices to guide public procurement practitioners. I served on the committee for all four and think they are excellent tools. However for purposes of the Buyers Flyer, I am going to combine my “recap” for all four into one issue. I urge you to read all four best practices when you can.

Standard:

The procurement professional must take the highly technical information inherent in IT procurements and communicate it clearly and effectively in solicitations, negotiations, contracts and during implementation. Therefore, knowledge of the specific IT being procured is essential. Procurement professionals must also be familiar with laws and entity policies, processes, and procedures that guide the procurement. Whenever possible, the entity should use templates developed specifically for IT software procurement. Entities should examine the feasibility and desirability of using cooperative contracts if they meet the entity’s needs and procurement rules. Procurement must be aware of implementation needs during the solicitation process and serve as a resource during the actual implementation, if issues arise.

Key points:

- A full understanding of the procurement process and post award processes is needed to appropriately evaluate and negotiate an IT contract.
- Adequate time must be allotted for negotiations. Procurement, Finance, IT, Legal and other stakeholders must work together to create a clear and concise negotiating front.
- Any design, code, or other modifications made by the supplier that affects operations must be communicated to the entity.
- Cyber security should be considered at every point where data is being accessed or transferred.
- Disaster recovery and system redundancy should be considered.
- Entities should be concerned with the location of their stored data, the origin of data entering their system, and any restrictions concerning data access and overall data security.
- Entities should consider the risks and rewards of alternative procurement strategies (those not generally used at the present time) to meet the requirements.
- Planning for implementation is a key element to the successful procurement of software.
The procurement professional must be familiar with the unique terminology of IT, the unique attributes of IT commodities and the unique aspects of the IT industry that impact the procurement to collect the needed information for writing specifications.

Procurement should use solicitation templates specifically developed for the procurement of IT software.

The entity must ensure participation of qualified procurement personnel who understand the concepts, unique attributes, and language of IT and possess the knowledge required for IT software procurement.

The procurement professional must consider the potential impacts, including disruptions to current business rules and procurement processes of the IT to be purchased.

To facilitate effective procurement actions, procurement professionals must understand license types, issues and requirements.

When procuring hardware, the procurement professional must always consider device disposal control of data and the hardware will integrate with software.

**Take Away:**

IT procurement is complex and involves significant risk but it need not be overwhelming. Proper planning, policy and procedural adjustments, market research and other efforts described in this document will help guide the procurement professional through some of the complexity and risk inherent in IT procurement. The procurement professional must have a level of expertise in IT Procurement sufficient to effectively handle the procurement. The procurement professional should leverage the expertise of IT professionals to take the highly technical information inherent in IT procurements and communicate it clearly and effectively in solicitations, negotiations, and contracts.
Treasurer’s Report: January – December 2019

Lynn Farnham, CPPO, CPPB | Roane County

<table>
<thead>
<tr>
<th>Month</th>
<th>Beginning Balance</th>
<th>Revenue</th>
<th>Expenses</th>
<th>Ending Balance</th>
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</thead>
<tbody>
<tr>
<td>January</td>
<td>29,841.13</td>
<td>1,550.00</td>
<td>(810.30)</td>
<td>30,580.83</td>
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<tr>
<td>February</td>
<td>30,580.83</td>
<td>2,864.00</td>
<td>(125.20)</td>
<td>33,339.63</td>
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<td>March</td>
<td>33,339.63</td>
<td>1,217.85</td>
<td>(6,337.78)</td>
<td>28,219.70</td>
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<tr>
<td>April</td>
<td>28,219.70</td>
<td>75.00</td>
<td>(624.15)</td>
<td>27,670.55</td>
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<tr>
<td>May</td>
<td>27,670.55</td>
<td>2,989.22</td>
<td>(1,048.36)</td>
<td>29,611.41</td>
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<td>June</td>
<td>29,611.41</td>
<td>3,875.00</td>
<td>(1,530.08)</td>
<td>31,956.33</td>
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<td>July</td>
<td>31,956.33</td>
<td>5,572.75</td>
<td>(5,533.99)</td>
<td>31,995.09</td>
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<tr>
<td>Aug</td>
<td>31,995.09</td>
<td>3,260.00</td>
<td>(1,572.05)</td>
<td>33,683.04</td>
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<tr>
<td>Sep</td>
<td>33,683.04</td>
<td>Revenue/Adjustment 3,075.00</td>
<td>Expenses (827.48)</td>
<td>Ending Balance 35,930.56</td>
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<td>Oct</td>
<td>35,930.56</td>
<td>Revenue 7,022.00</td>
<td>Expenses (882.52)</td>
<td>As Of 10/16/19 42,060.04</td>
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<tr>
<td>Nov</td>
<td>25,154.02</td>
<td>Revenue 534.50</td>
<td>Expenses (747.70)</td>
<td>Ending Balance 24,940.82</td>
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<td>Dec</td>
<td>24,940.82</td>
<td>Revenue 1,100.00</td>
<td>Expenses (1,315.86)</td>
<td>Ending Balance 24,724.96</td>
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BALANCES OF FUNDS AS OF 12/31/2019

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<th>Category</th>
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<tr>
<td>General Fund</td>
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<tr>
<td>Business Matching</td>
<td>5,000.00</td>
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<tr>
<td>Fall Conference</td>
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<tr>
<td>2018 NIGP Forum</td>
<td>0.00</td>
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<tr>
<td>Scholarship</td>
<td>15,686.30</td>
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<td>Diversity Expo</td>
<td>1,563.09</td>
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<tr>
<td><strong>TOTAL</strong></td>
<td><strong>24,724.96</strong></td>
</tr>
</tbody>
</table>

Membership Information for 2018

- NIGP & Chapter Members: 81
- Chapter Only Members: 38
- Student Members: 2
- Retired Members: 19
- **TOTAL MEMBERS**: 140

2019 AGENCY MEMBERS

- Anderson County
- Blount County
- Bristol E-911
- Chattanooga Housing
- City of Alcoa
- City of Bristol
- City of Chattanooga
- City of Clarksville
- City of Cleveland
- City of Decatur, AL
- City of East Ridge
- City of Johnson City
- City of Kingsport
- Knoxville Utilities Board
- City of Knoxville
- City of Oak Ridge
- Claiborne County
- Hamilton County
- Hamilton County DOE
- Jefferson County
- Johnson County
- Johnson County BOE
- KCDC
- Knox County
- Knox County Libraries
- Knox County Sheriff
- Knoxville Airport Authority
- Morristown Housing Authority
- Public Building Authority
- Roane County
- Rutherford County
- Rutherford County BOE
- Sevier County BOE
- Sullivan County
- Union County
- University of TN, Chattanooga
- University of TN, Knoxville
Calendar of Events

Get ready for 2020, here we go!

March 5th
Diversity Outreach Event (see page 10 for more info)

March 12th
First Quarterly Meeting (see pages 11 & 12 for more info)

March 26th – 27th
TAPP Spring Professional Development Conference, Franklin

April 28th
Get in the Game with Government Contracting and Surety Bonding (see page 13 for more info)

July 23rd
Reverse Tradeshow & Business Matching Event

August 23rd – 26th
NIGP Forum & Expo, Chicago, IL

October 28th – 30th
Fall Professional Development Conference, Pigeon Forge

<table>
<thead>
<tr>
<th>March</th>
<th>April</th>
<th>May</th>
</tr>
</thead>
<tbody>
<tr>
<td>Christy Brandon – 3rd</td>
<td>Ellen Wentworth – 10th</td>
<td>Yolanda Flakes – 2nd</td>
</tr>
<tr>
<td>Cleveland</td>
<td>Chattanooga</td>
<td>Metropolitan Dev. &amp;</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Housing Authority</td>
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<tr>
<td>Debbie Jackson – 5th</td>
<td>Misty Guge – 14th</td>
<td>Diane Woods – 17th</td>
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<tr>
<td>Hamilton County</td>
<td>Blount County</td>
<td>Knox County</td>
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<tr>
<td>Dorothy Moss – 9th</td>
<td>Carrie Woodard – 17th</td>
<td>Michelle Gillenwater – 26th</td>
</tr>
<tr>
<td>Alcoa</td>
<td>University Of TN</td>
<td>Kingsport</td>
</tr>
<tr>
<td>Nikisha Eichmann – 15th</td>
<td>Hazel Orick Gibson – 21st</td>
<td>Robert Mackey – 27th</td>
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<tr>
<td>Kingsport</td>
<td>KCDC</td>
<td>UT Knoxville</td>
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<tr>
<td>Terrie Leidholdt – 22nd</td>
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<tr>
<td>East Ridge</td>
<td></td>
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<tr>
<td>Robert Minter – 26th</td>
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<td></td>
</tr>
<tr>
<td>Retired</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Susan Huskey – 29th</td>
<td></td>
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</tr>
<tr>
<td>Loudon County</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Debbie Talley – 31st</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chattanooga</td>
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</tbody>
</table>
Diversity Business Expo

Thursday, March 5, 2020, 8:00 a.m. – 12:00 p.m.

Please join us…

Overcoming Believers Church, Parking on 120 S. Bell Street, Knoxville, TN 37915
Meet local agency decision makers with small dollar purchase authority.

This event is free. Participants are encouraged, but not required, to register before attending.

https://2020expo.questionpro.com

Participating agency departments: Police, EMS, Information Technology, Fleet, Engineering, Library, Health Department, Schools, Public Works, Parks & Recreation, Agriculture.

Participating non-profit agencies: Knoxville Area Urban League, Tennessee Small Business Development Center, SCORE, Knoxville Chamber, Knoxville Entrepreneur Center.

Are you a subcontractor looking to “get your foot in the door” with local General Contractors? If so, this year we’re also providing an opportunity for networking (which could lead to teaming) and prequalification with local General Contractors on upcoming projects. Come prepared to share information about your company’s capabilities for this unique opportunity to promote your business.

Coffee and Pastries available for purchase from Perk City

This expo will provide the opportunity for minority-owned businesses, women-owned businesses, and small businesses to meet local agency decision makers with small dollar purchase authority. Everyone is welcome to attend.

Please contact Pamela Cotham at 865.215.2293 or at DiversityBusiness@knoxvilletn.gov.
March 12, 2020—1st Quarterly Meeting

Date: March 12, 2020

Time: 3:00 p.m.—Dinner & business meeting

Cost: $26.00 per attendee (menu details on next page)

Location: Rothchild Catering
8807 Kingston Pike
Knoxville, TN 37923
865.690.0103
Directions: Google Maps

Educational Topic: 2019 ETPA Awards

Speaker: N/A

Registration: Use ETPA’s webpage www.etpanews.org to register and pay by February 25th, end of day. If necessary, you may fax your registration to Lynn Farnham (865) 376-4318 or email her at lynn.farnham@roanecountytn.gov. Payment may be made at the meeting, but please fax your registration form so we may R.S.V.P. at the restaurant. If you do not use the ETPA webpage, mail checks (payable to the East Tennessee Purchasing Association) to Lynn Farnham, ETPA Treasurer, Roane County Purchasing, 200 East Race Street, Suite #3 Kingston, TN 37763.

NOTE: Submission of a registration form obligates payment whether or not you attend the event.

Name: ___________________________ Agency: ___________________________

Phone: ______________ Fax: ______________ Email: ___________________________

Name: ___________________________ Agency: ___________________________

Phone: ______________ Fax: ______________ Email: ___________________________

Name: ___________________________ Agency: ___________________________

Phone: ______________ Fax: ______________ Email: ___________________________

Name: ___________________________ Agency: ___________________________

Phone: ______________ Fax: ______________ Email: ___________________________

Name: ___________________________ Agency: ___________________________

Phone: ______________ Fax: ______________ Email: ___________________________
The Venue

8807 Kingston Pike
Knoxville, TN 37923
Office 865.690.0103
Fax 865.690.0149
rothchildcatering.com
eventrentalsbyrothchild.com
darasgarden.com

MENU

- Salad
  Mixed greens with grape tomatoes, cucumber, shaved carrots and julienne veggies, creamy ranch and balsamic vinaigrette dressing on the side

- Dinner
  Guest will have choice of entrée, which RC will take the choice as guest arrive
  - Island chicken with ginger sesame sauce topped with grilled pineapple
  - Sliced seared sirloin of beef with red wine sauce
  - Ask us about vegetarian options!
  - Each entrée will be served with classic Idaho potatoes and roasted fresh veggie medley
  - Basket of freshly baked yeast rolls to each table

- Dessert
  - Fresh strawberry shortcake with fresh whipped cream

- Beverages
  - Ice tea, water and coffee

The Topic

We will once again be presenting the annual ETPA Awards for Manager of the Year, Buyer of the Year, Volunteer of the Year, and the Innovation Award.
Get in the Game with Government Contracting and Surety Bonding

SURETY BONDING
Learn how surety bonds help small businesses win contracts by providing the customer with a guarantee that the work will be completed. Tamara Murray is coming from the SBA Office of Surety Guarantees to present an in-depth look at this valuable program.

CERTIFICATIONS
Learn how SBA certifications bring more dollars to eligible companies; target competition to industries where there are disparities; and increase economic activity in distressed communities.

FUNDING PROGRAMS
Learn how SBA works with lenders to provide loans to small businesses through its partnering lenders, community development organizations, and micro-lending institutions.

WHEN
April 28, 2020  800a- 300p EST

WHERE
Knoxville Area Urban League  1514 E 5th Ave, Knoxville, TN 37917

REGISTRATION REQUIRED
★ Limited Seating★  ★ Lunch Provided★

FOR MORE INFORMATION & REGISTRATION
https://knoxsuretybonding.eventbrite.com

HOSTED BY

[Logos of various organizations]
Snapshots – 2019 Fall Conference Fun

Don’t forget you can view these and *many more* pictures on ETPA’s Facebook page!
Snapshots – 2019 Fall Conference Fun
Constitution and Bylaws

ARTICLE I - NAME AND ADDRESS

1) The name of this Association shall be the East Tennessee Purchasing Association, for tax exempt purposes the only official mailing address will be: Knox County Purchasing Procurement Division, Attn: East Tennessee Purchasing Association, 1000 North Central Street, Suite 100, Knoxville, TN 37917. Federal ID #26-0028124.

ARTICLE II - OBJECTIVE

The East Tennessee Purchasing Association is organized, and shall be administered and operated, exclusively to receive, administer and expend funds for the following charitable and educational purposes, within the meaning of §501© (3) of the Internal Revenue Code of 1986:

a) To promote ethical, efficient and cost-effective public purchasing policies and practices;

b) To provide educational programs, products, and services for public purchasing personnel;

c) To enable public purchasing personnel to exchange useful information about policies, practices, procedures, products, and services of common interest;

d) To otherwise facilitate the conduct of purchasing activities by government and other public agencies;

e) To assist other charitable and educational organizations in the conduct of similar activities; and

f) To engage in any and all lawful activities incidental to the foregoing purposes except as restricted herein.

In order to accomplish the foregoing charitable and educational purposes, and for no other purpose or purposes, the Association shall have all of the powers granted to unincorporated nonprofit associations by the law of the State of Tennessee, and may do all acts necessary or expedient for the administration of the affairs and attainment of the purposes of the Association; provided, however, that the Association shall not except to an insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of its purpose set forth above.
ARTICLE III - MEMBERSHIP

The membership shall consist of regular, affiliate, honorary, retired and student memberships.

A. **REGULAR MEMBERSHIP:** (a) Membership in the Association shall be open to all public institution procurement and materials management personnel including federal, state, county, and municipal, and township activities, authorities, school districts, institutions of higher education and any other political subdivisions of the State. (b) Employees of the above agencies provided they spend the majority of their time involved in procurement purchasing or the materials management function. (c) A person in a position having a direct influence on the public procurement process such as mayors, city managers, department directors and others.

B. **HONORARY MEMBERSHIP:** Honorary membership may be conferred by unanimous vote of the members upon individuals who have made distinguished contributions to the purchasing profession or to this Association. Honorary members shall not be entitled to vote or to hold office and shall be exempt from payment of dues.

C. **RETIRED MEMBERSHIP:** Retired membership status comes with retirement from active employment and upon request for such membership. Retired members shall not be entitled to vote or to hold office and shall be exempt from payment of dues.

D. **AFFILIATE MEMBERSHIP:** Affiliate members are other non-profit organizations willing to share resources and expertise to support ETPA’s educational, research and advocacy missions. Such organizations may be affiliate members by paying dues, holding yearly sponsorships, reciprocally extending affiliate membership status to ETPA or at the discretion of the Board when it serves the best interest of ETPA. Affiliate members may not vote, hold elected offices, directly solicit members or attend meetings that are for public procurement officials only.

E. **STUDENT MEMBERSHIP:** Full-time college students, not already employed full-time in procurement and materials management position, with an interest in learning about public procurement may hold membership in ETPA at no cost during their full-time collegiate career. Student members may not vote or hold elected offices in the association.

F. **ADMISSION:** An applicant becomes a regular member upon payment of dues and Membership Committee confirmation of meeting all eligibility requirements. Membership shall be denied any applicant who fails to satisfy the eligibility requirements.

G. **REVOCATION:** The Executive Board may revoke the membership of any person for non-payment of dues, violations of the NIGP Code of Ethics, or for other just cause. A person considered for membership revocation, except for nonpayment of dues, shall be provided written notice of the proposed action by the Executive Board and be given opportunity to show cause as to why the membership should not be revoked.
H. **RESIGNATION OF OFFICERS:** Any officer or committee person may resign at any time by notice to the President or Secretary. Any officer or committee person whose membership dues are ninety-one (91) days in arrears is deemed to have resigned by disqualification. Any officer or committee person who misses three (3) consecutive meetings, executive board or membership meetings or a combination of both, without excuse acceptable to the Executive Board of Officers, and any other officer or committee person who is no longer qualified to be an officer or committee person shall be deemed to have resigned as of the date or as of the date of loss of qualifications. Notwithstanding the preceding sentence, an officer or committee person who retires from public employment may serve until the expiration of his or her term.

**ARTICLE IV - OFFICERS**

1. The following shall constitute the officers of the association(·) who combined shall be known as the Executive Board:

   **OFFICERS:**
   
   President
   Vice-President
   Secretary
   Treasurer

2. **PRESIDENT:** The President shall exercise a general supervision over the affairs of the Association, preside over all meetings of the Association, be a member ex-officio of all committees and perform all duties incident to the Office of President. The President shall be responsible for authorizing the expenditure or commitment of Association funds. Any expense in excess of $100 or 20% of the current treasury balance, whichever is greater, shall require the approval of the membership unless the expense was previously approved by the membership as part of the annual budget. Following the President’s term, the President shall automatically serve a two-year term as the Immediate Past President.

3. **VICE-PRESIDENT:** The Vice President shall perform such duties as are assigned by the President and will handle the duties of the President during the absence of the President.

4. **SECRETARY:** The Secretary shall maintain a written record of the proceedings of all meetings of the Executive Board and of the Association, mail notices covering meetings and the affairs of the association, and perform such other duties as may be assigned by the President.

5. **TREASURER:** The Treasurer shall be responsible for the accounting of the funds of the Association, shall maintain a complete record of receipts and disbursements, and at each meeting shall render a true and complete report relative to the affairs of the office. The Treasurer shall be responsible for mailing all due notices, collecting membership dues and reporting to the Secretary any delinquent dues so the Secretary can notify delinquent members.
6. **EXECUTIVE BOARD:** The governing body of this Association shall be the Executive Board, chaired by the President, consisting of the immediate past President, the President, the Vice-President, Secretary and Treasurer. The Executive Board shall control and manage the affairs and finances of the Association, and shall have authority to take such actions as will serve the best interests of the Association and its members.

7. **TERMS:** The term of office for the President, Vice President and Secretary shall be a period of one-year; with the term of office for the President, Vice President, and Treasurer shall be a period of two years. The Terms of Office for the President and Treasurer shall be staggered so not all positions will be elected in the same year. The President and Vice President shall be elected in even number years and the Treasurer shall be elected in odd number years. The Executive Board shall have no authority to expend or commit funds to an amount in excess of the cash resources of the Association or otherwise cause indebtedness of the Association, unless such expenditures, commitment or indebtedness is approved in advance by a two-thirds vote of the membership at a regular meeting.

**ARTICLE V – CHARITABLE RESTRICTIONS**

No part of the net earnings of the Association shall incur to or for the benefit of, or be distributable to its members, directors, officers, or other private persons, except that the Association shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article II hereof. No substantial part of the activities of the Association shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Association shall not participate in or intervene in (including the publishing or distribution of statements) any political campaign on behalf of (or against) any candidate for public office. Notwithstanding any other provision of the Constitution, the Association shall not carry on any activities not permitted to be carried on by any association exempt from federal income tax under Section 501 (c) (3) of the Internal Revenue Code of 1986. (Any reference in this Constitution to the Internal Revenue Code of 1986 shall be deemed to refer also to the corresponding provision(s) of any subsequent federal tax law.)

Notwithstanding any other provision set forth in this Constitution, at any time during which it is deemed a private foundation, the Association shall not engage in any act of self-dealing as defined in Section 4941 (d) of the Internal Revenue Code of 1986; the Association shall distribute its income for each taxable year at such time and in such manner as not to become subject to the tax on undistributed income imposed by Section 4942 of the Internal Revenue Code of 1986; the Association shall not own any excess business holdings described in Section 4943 of the Internal Revenue Code of 1986; the Association shall not make any investment in such manner as to be subject to the tax imposed by Section 4944 of the Internal Revenue Code of 1986; and the Association shall not make any taxable expenditures as defined in Section 4945 of the Internal Revenue Code of 1986.

Upon the dissolution of the Association or the winding up of its affairs, the assets of the Association remaining after satisfaction of its debts and collection of its accounts receivable shall be distributed exclusively to the National Institute of Governmental Purchasing, Inc. ("NIGP"), a Wisconsin nonprofit corporation, if NIGP is then exempt from federal income tax under Section 501 (c) (3), and contributions to NIGP are then deductible under Section 170 (c) (2) of the Internal Revenue Code.
of 1986, for the Association's charitable and educational purposes; and if not, then to one or more other organizations with similar purposes to those of the Association that are then exempt from federal income tax under Section 501 (c) (3), and to which contributions are then deductible under Section 170 (c) (2) of the Internal Revenue Code of 1986, as designated by a majority of the members of the Association present and voting at the final meeting the members.
BYLAWS

ARTICLE I ELECTION OF OFFICERS

1. Officers shall be elected at the annual meeting from a slate of candidates presented by the Nominating Committee and any eligible and consenting members nominated from the floor. A simple majority vote of those regular members in attendance will be required for a candidate to win election.

The following shall be elected:

President
Vice-President
Treasurer
Secretary

2. No member of this Association shall be considered for any office unless he or she has been a member in good standing for at least one year immediately preceding the election.

3. The term of office for the President, Vice President and Secretary shall be a period of one year; with the term of office for the President, Vice President, and Treasurer shall be a period of two years.

ARTICLE II – TERM OF OFFICE

1. The term of office shall commence on January 1 of each year.

2. The term of office of all officers shall be for a period of one year as stated in Article IV, Section 7.

ARTICLE III – VACANCIES

1. Vacancies shall be filled for the unexpired term of an officer by a special election at a regular meeting following the occurrence of the vacancy, in accordance with the procedures of Article I, Section I of the By-Laws, except that the Vice President shall assume the duties of President in the event the office of President becomes vacant.

2. The Nominating Committee shall immediately convene upon notice of a vacancy (other than in the office of President) and the names of possible successors shall be provided to the membership prior to the special election.

ARTICLE IV – DUES

1. Dues will be assessed members on an individual basis. Amount of dues to be set by majority vote of members present upon recommendation of the Executive Board at a regular meeting.
2. Dues for regular members will be for a yearly period commencing on January 1 and ending on December 31 of each year. Dues shall not be prorated to less than one-half the annual amount, regardless of when a person becomes a member.

3. Dues shall be payable in advance.

4. Membership in the Association of a person whose payment of dues is 90 days in arrears may be revoked by the Executive Board upon written notice, effective 10 days after the date of the notice. Membership may be reinstated upon payment of delinquent dues.

ARTICLE V – FUNDS

1. A bank account for the Chapter shall be maintained with the signatures of the elected officers registered. The Treasurer and another elected officer shall have the authority to sign checks.

ARTICLE VI – MEETINGS

1. The Association shall meet, at its discretion, no less than once every three months with the October fall meeting being designated the Annual meeting. The dates and locations are to be determined by the membership Professional Development Committee. The fall conference location will be evaluated and approved by the Board. The President may call a special meeting at any time deemed necessary.

ARTICLE VII – COMMITTEES

1. A Nominating Committee consisting of at least two regular members in good standing shall be appointed by the President within 30 days after assuming office. The President shall appoint the Chairman. The Committee shall consider and evaluate recommendations from the membership regarding potential candidates for office and shall submit a slate of eligible nominees to the President in adequate time to be circulated to the membership but not later than 30 days prior to the meeting at which the annual election shall be held. The Nominating Committee shall convene at such times as necessary to develop a slate of eligible candidates to fill positions of officers.

2. STANDING COMMITTEES: The following standing committees and a Chairman for each shall be appointed by the incoming President not later than 30 days after assumption of office:

   Membership
   Professional Development
   Program
   Recognition
   Newsletter

Membership on the standing committees shall consist of a minimum of one or more individuals all of whom must be regular members in good standing. The Chairman of each standing committee shall attend all Executive Board meetings, but shall not vote unless the Chairman is also a member of the Executive Board.
3. Duties and Responsibilities of the Standing Committee are:

   a. **MEMBERSHIP.** The Membership Committee shall actively pursue increasing the membership of the Association. It shall review all applications for membership, determine and advise the Executive Board concerning eligibility of applicants for membership.

   b. **PROFESSIONAL DEVELOPMENT.** The Professional Development Committee shall be responsible for developing and implementing programs, which further the knowledge, expertise and professionalism of the membership; and which enhance(s) the public’s perception of the Association subject to the approval of the Executive Board. The Professional Development Committee will also be responsible for planning and arranging programs for the Association’s regular meetings, including determining topics of interest to the membership and arranging speakers.

   To promote the continued professional development of the ETAPA and to ensure the ETAPA’s members receive annual updates concerning current procurement information and trends, ETAPA shall assist in funding the current ETAPA president (or his/her designee) to attend the annual NIGP forum. Specifically, the ETAPA agrees to pay for the registration costs of the president (or his/her designee) and shall provide an additional $500 to assist in covering travel and lodging costs to attend the annual NIGP forum. In return for receiving said funding assistance, the ETAPA president (or his/her designee) shall be required to brief the ETAPA membership on what he/she learned at annual forum during the next ETAPA general membership meeting following his/her return from annual forum. Additionally, he/she shall provide the ETAPA members a written synopsis of what he/she learned during forum by publishing such a document in the ETPA newsletter, shortly after returning from forum. Said document shall describe the salient points made during the annual NIGP forum.

   Payment assistance is subject to availability of funds each year, as determined by the ETAPA Board of Directors, and such payment can be discontinued if sufficient funds are not deemed (by the board) to be available. The president shall submit his/her receipts for lodging and travel to the ETAPA Board of Directors within 30 days of his/her return from the annual NIGP forum for consideration by the board for payment of the $500. Additionally, payment shall be made to the agency that employs the president if said agency is the entity that funds his/her trip to the annual forum. Conversely, payment shall be made to the individual president if he/she funds his own trip to the annual forum because his/her agency will not do so.

   c. **PROGRAM.** The Program Committee shall be responsible for planning and arranging programs for the Association’s regular meetings, including determining topics of interest to the membership and arranging speakers.

   c. **RECOGNITION.** The Recognition Committee shall be responsible for notifying the membership of awards, honors, promotions and other newsworthy accomplishments of members of the Association and shall further be responsible for notifying the membership of hospitalization, deaths or other items of concern regarding (Association) members.

   d. **NEWSLETTER.** The Newsletter Committee shall be responsible for the gathering of information from all elected officers and standing committees and for ensure that the newsletter sent to all members either by e-mail or postal mail no later than 14 days prior to all regular business
meetings and no later than 30 days prior to the meeting at which the annual election shall be held.

4. The President may appoint other committees as deemed appropriate.

**ARTICLE VIII – PROCEDURES**

1. QUORUM. A quorum at an Executive Board meeting shall consist of a simple majority of the Executive Board members.

2. A quorum at any regular meeting shall consist of a minimum of 10 percent of the regular members of the Association.


**AMENDMENTS**

The Constitution and By-Laws may be amended at any regular meeting by a majority of the members present after every member of the Association has been sent details of the proposed amendment no less than 30 days prior to the regularly scheduled meeting.

**NOTES**

*By-Laws and Constitution changed and amended by membership vote at October 26, 2006, 4th Quarter Business Meeting.*

*By-Laws and Constitution changed and amended by membership vote at February 27, 2007, 1st Quarter Business Meeting.*

*By-Laws and Constitution changed and amended by membership vote at January 20, 2011, 1st Quarter Business Meeting.*

*By-Laws and Constitution changed and amended by membership vote at July 1, 2016, 3rd Quarter Business Meeting.*

*By-Laws and Constitution changed and amended by membership vote at October 17, 2019, 4th Quarter Business Meeting.*