

NAPM – COLUMBIA BASIN

POLICY MANUAL

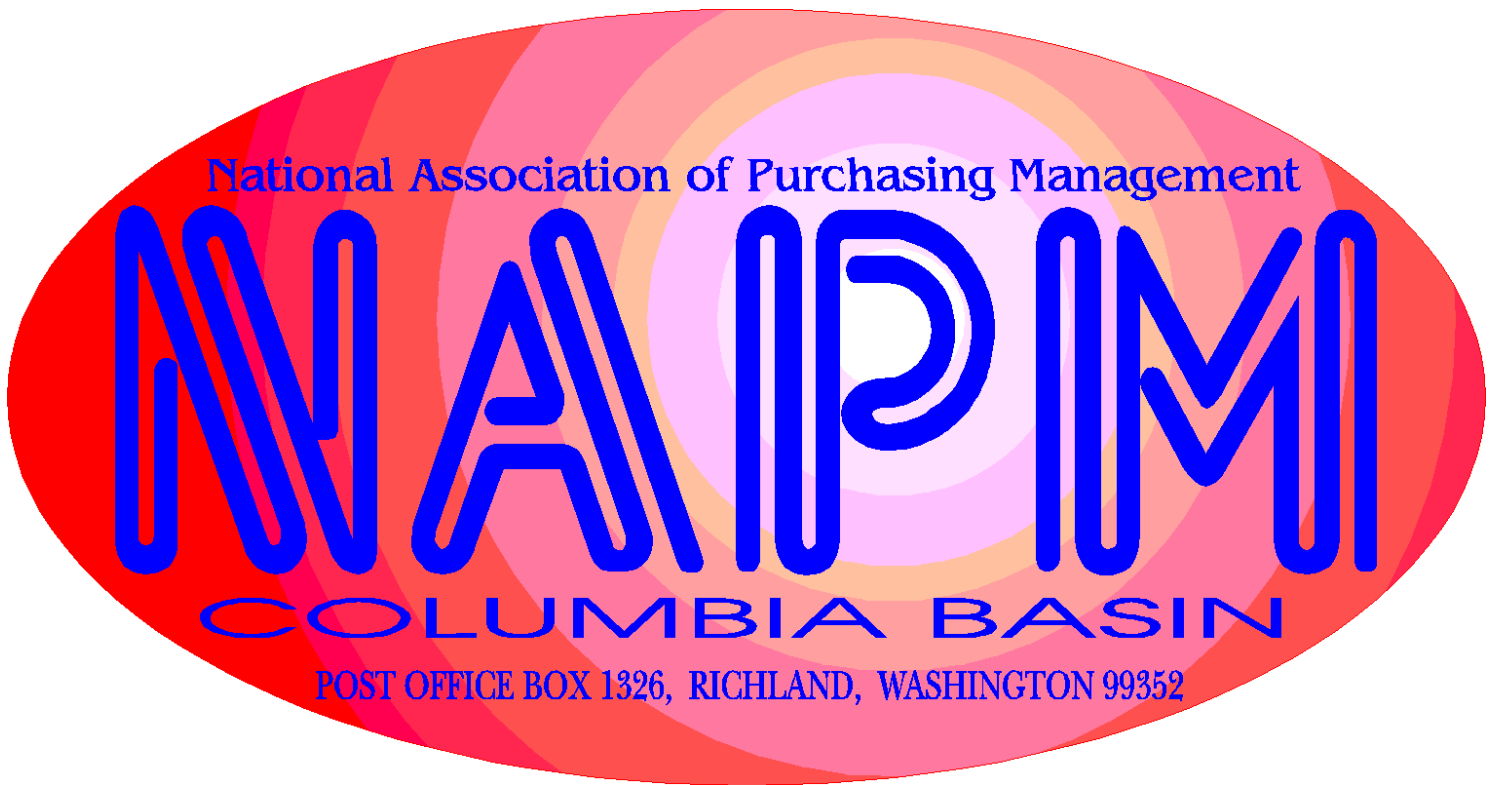


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I. PURPOSE

Policy statements serve the purpose of developing guidelines and standards for internal operations. Policy Statements are approved by the Executive Board of NAPM – Columbia Basin (NAPM-CB) or its successor organization. Policy recommendations may be made by the general membership or any member of the Executive Board. Policy statements shall remain in effect until the policy is amended or rescinded by the Executive Board.

II. DEFINITIONS

A. AFFILIATE

Affiliate is used to describe the association known as the National Association of Purchasing Management – Columbia Basin (NAPM-CB). NAPM-CB is an Affiliate of the Institute of Supply Management (formerly known as the National Association of Purchasing Management).

B. OFFICERS

The Officers of NAPM-CB consist of the following: Past President, President, Vice President, Secretary, and Treasurer.

C. DIRECTORS

NAPM-CB shall have four Directors. Two of the four Directors shall be elected in the odd numbered years, and two of the Directors shall be elected in the even numbered years. The Directors shall be elected at the Annual Meeting for a term of two years and shall assume office at the same time as the elected Officers.

Vacancies in the Directors positions shall be filled by a majority vote of the remaining Directors for the remainder of the unexpired term.

D. COMMITTEES

There shall be six (6) Standing Committees: (1) Marketing/Membership, (2) Education, (3) Communication, (4) Groups & Forums, (5) Audit, and (6) Award. In addition, there is a Nominating Committee and may be other Special Committees, as required.

E. EXECUTIVE BOARD

The Executive Board of NAPM-CB consists of the following: Past President, President, Vice President, Secretary, Treasurer, Education Chair, Marketing/Membership Chair, Communications Chair, Groups/Forums Chair, and four (4) Directors.

F. NAPM-CB PROPERTY

NAPM-CB property is defined as anything purchased with Affiliate funds, anything made from items purchased with Affiliate funds, and/or anything donated to the Affiliate.

III. ADMINISTRATION

A. AUTHORIZED SPOKESPERSON

The President and Communications Chair shall be the only authorized spokespersons for NAPM-CB. No other individuals shall speak for NAPM-CB on matters affecting the organization or its membership as a whole without prior approval of the President or the Executive Board.

B. CONTRACTS AND ENCUMBRANCES

The President shall be the only individual authorized to enter into contracts or agreements, which incur financial or other liabilities to the organization.

C. POSITION DESCRIPTIONS

Position descriptions shall be developed, maintained and distributed for all NAPM-CB Officers and Director positions (see Attachment A).

D. COMMITTEE DESCRIPTIONS & ASSIGNMENTS

Committee descriptions and assignments shall be developed, approved by the Executive Board and distributed to all committee members (see Attachment B).

E. INSURANCE

NAPM-CB shall research and review the need for general liability insurance on an annual basis. During the year the Affiliate hosts the annual Conference, it may be wise to purchase hold harmless insurance.

IV. FINANCES

A. DUES

Dues are non-refundable and are payable one year in advance. See Attachment C for the Dues Schedule. Said dues are determined by the Executive Board and may be changed only by approval of the Executive Board.

B. AUTHORIZED ACCOUNT SIGNATURES

Individuals authorized to sign on the NAPM-CB accounts shall be the Past President, President, Treasurer, Director, or as designated by the Executive Board. A minimum of two authorized signatures is required on all accounts and checks.

C. PROGRAM BUDGETING

The annual budget shall be prepared on an account-basis segregating applicable income and expenses by account. Each account will be assigned an Account Manager. The initial budget planning should begin no later than June of each year with the final budget approved prior to the first annual meeting of the general membership in September. Should the budget not be finalized by the first meeting, NAPM-CB may operate on an interim basis with approval from the Executive Board until the budget is finalized.

D. COMMITTEE AND ACCOUNT MANAGER BUDGET REVIEW

All Committees and Account Managers shall adhere to the budget as approved by the Executive Board.

E. INVESTMENT OBJECTIVES AND GUIDELINES

The primary purpose of NAPM-CB Investments is to provide funds to assure fulfillment of obligations to its members and to offset the effects of any operating reversal until expenditures can be adjusted. The secondary purpose is to accumulate funds for planned, and future development needs or to enhance programs or provide additional services.

Investment Objectives

The primary goal of NAPM-CB Investments is to attain a reserve equal to 100 percent of the past year's non-program operating expenses. If over 100 percent of non-program operating expenses are accumulated, the Executive Board may decide to continue to accumulate reserve funds to enhance programs or for planned and future development needs. To achieve this goal, the objective is to maximize total return over a full market cycle while at the same time attaining a proper and prudent balance among the factors of safety, liquidity and yield.

Investment Guidelines

Funds are, generally, to be invested in insured institutions.

Performance Measurement

The Investments will be evaluated as needed but no less than annually on a total return (income plus/minus market appreciation) with comparisons showing results for year-to-date and the last twelve months.

Procedures

The Executive Board shall, *at least* annually, as part of its budget preparation, determine the amount of actual dollars to be placed into the Reserve Fund, and where the fund will be located. This determination shall be based on the recommendation of the Director assigned to research investment options.

F. SOLICITATION

All solicitation of funds and financing of projects and endorsements must be submitted to the Executive Board and approved before the implementation.

G. DONATIONS

No expenditures or donation of NAPM-CB funds whatsoever shall be made to religious, philanthropic, or civic organizations without approval of the Executive Board.

H. ADVERTISING, SALES, AND SPONSORSHIPS

As of the date of this Policy Manual, advertising is not allowed in the NAPM-CB *Buy-Ways* Newsletter. Also, it is the intent of the current Executive Board of NAPM-CB not to sell or distribute its membership roster. Sponsorship of membership meetings is also not currently allowed. The three, aforementioned issues will be researched and addressed by the Executive Board on an annual basis. Approval of the Executive Board is required to change any of the three decisions.

I. MEMBERSHIP FINANCIAL REPORTING

The Treasurer shall, at the end of each NAPM-CB fiscal reporting period, summarize to the general membership, the financial results of the fiscal period. A general summary of the financial position of the Affiliate will be published in the *Buy-Ways* Newsletter and added to the NAPM-CB Web site.

J. TRAVEL GUIDELINES

The Executive Board may allocate funding for travel as follows. The allocated funds will be divided equally between the number of individuals who are attending as approved by the Executive Board.

1. It is the intent of NAPM-CB to send the following individual(s) to the following educational events:
 - a. Annual International Conference (typically each May): Current President or current Vice President (if clearly the future incoming President).
 - b. Annual Leadership Workshop (typically each July): Past President, President, Vice President, Education Chair, Marketing/Membership Chair, Communications Chair, and the Newsletter Editor. Should there be others interested and the budget allows, the Secretary, Treasurer, Directors, and Groups & Forum Chair could also be sent.

2. Travel Policies

- a. Expenses of a spouse/guest are not reimbursable unless prior written approval is obtained from the President after a vote by the Executive Board.
- b. Air Travel – only the lowest, published, coach fares will be reimbursed. If the member travels via first class, only the cost of the coach fare will be reimbursed. Early reservations are advised with two weeks notice. If at all possible, traveler is requested to stay over a Saturday night if the savings in airfare is greater than the additional costs for lodging and meals and incidentals (M&IE). NAPM-CB will not pay interest on credit cards. It is the responsibility of the traveler to submit an expense report in a timely fashion so as not to incur any interest.
 - a. Car Travel – Mileage will be reimbursed at the current rate according to the Federal Travel Regulations. Currently, that rate is \$.36/mile. Necessary tolls and parking fees will be reimbursed with receipts. Reimbursements for car travel (including extra lodging and M&IE) will not exceed the lowest, published, coach fares for air travel to that location.
 - b. Hospitality Rooms – NAPM-CB will not reimburse for these expenses.
 - c. Meeting Rooms – These should be negotiated at no cost to NAPM-CB.
 - d. Lodging and M&IE – NAPM-CB may reimburse traveler up to the combined per diem for that location according to the Federal Travel Regulations. M&IE is reduced to 75% of the daily allotment for the first and last days of travel. For those rates, refer to the following site: <http://policyworks.gov/org/main/mt/homepage/mtt/perdiem/travel.shtml> Those rates include all tips and tax. Should lodging and M&IE be less than the combined per diem for that location, the traveler will file receipts with their expense report and be reimbursed for actuals.
 - e. Tips – Tips are to be kept to a minimum; generally, 15% for meals and taxis, less for other items.
 - f. Alcohol – Alcoholic beverages are not reimbursed by NAPM-CB unless prior written approval is obtained from the President after a vote by the Executive Board.
 - g. Telephone – One “safe arrival” call home is allowed but must be kept to a reasonable length.
 - h. Miscellaneous – For anything that does not fit the above, receipts must be provided and prior written approval be obtained from the President for reimbursement.
 - i. Nonreimbursable Items – The following items will not be reimbursed:
 - (1) personal purchases
 - (2) travel insurance
 - (3) baby sitters

- (4) sightseeing trips or personal entertainment
- (5) personal auto repairs or accident deductible
- (6) barber/beauty shop services
- (7) laundry/dry cleaning services (except on trips of five or more days)
- (8) kennel/boarding fees for pets
- (9) lost or stolen property
- (10) house sitters
- (11) parking/traffic fines
- (12) rental car (prior written approval from the President is required)

3. Reimbursement Procedures

Traveler must submit a complete, approved Expense Report (see Attachment D) within a month of return (or within the guidelines set forth in advance by ISM or by the NAPM-CB Chair for that event) and attach all necessary receipts. If Expense Report is submitted after the agreed upon due date, reimbursement will not be made by NAPM-CB.

V. LEGAL

A. LEGAL COUNSEL

NAPM-CB may retain or otherwise have access to legal counsel. The Executive Board, acting by majority vote, shall be the only authorized individuals to contact legal counsel on behalf of NAPM-CB.

B. USE OF NAPM-CB'S NAME

Any use of NAPM-CB's name in conjunction with programs, products, or services offered by external sources must receive prior written approval from the Executive Board.

VI. MEMBERSHIP

A. MEMBERSHIP

Membership in the NAPM-CB shall be on an individual basis and shall not be transferable.

B. APPROVAL OF NEW MEMBERS

New members shall be recommended by the Membership Committee and approved by the Executive Board. In the event that the Executive Board does not meet on a monthly basis, the President and Membership Chair shall have the authority to approve new members in the interim. The names of any members approved by the President and Membership Chair shall be furnished to the Executive Board at their next meeting.

C. MEMBERSHIP PROGRAM/DINNER EVENTS

Membership Program/Dinner event charges for members and non-members and “no-show” fees shall be established annually by the Executive Board. Reservations for dinner are transferable and “no-shows” will be invoiced at the registration fee. Currently, the Dinner cost is \$17.50 for members and non-members (which also includes those individuals who join through ISM National only).

D. NON-MEMBERS

Non-members may attend the membership meetings at the rate established by the Executive Board.

E. DUAL MEMBERSHIP

NAPM-CB does not offer or recognize dual membership with other professional organizations or societies.

F. DUES NOTICE

In all instances where advance notice to the membership is required to conduct the official business of the NAPM-CB, such notice shall be deemed given as printed in the NAPM-CB Newsletter and mailed (or distributed via e-mail or fax) to all members in good standing on file at the time of distribution.

G. CODE OF ETHICS

The Principles and Standards of Ethical Supply Management Conduct approved by ISM’s National Board of Directors shall be used as a guide in conjunction with the ethics guidelines of a member’s own company.

VII. PUBLICATIONS

A. MEMBERSHIP ROSTER

The Membership Roster shall be distributed at least once per year (typically in March) to all members in good standing.

B. BUY-WAYS NEWSLETTER

The *Buy-Ways* Newsletter will be published monthly (typically September through June) and any other time required by vote of the Executive Board.

VIII. STRATEGIC PLAN IMPLEMENTATION POLICIES

A. STRATEGIC PLAN UPDATING

The Executive Board shall cause a review and update of the Strategic Plan at least biennially.

B. INTEGRATION WITH THE AFFILIATE'S PROGRAMS, SERVICES AND PRODUCTS

The Strategic Plan shall be provided to the Executive Board so the basic capacities, objectives and strategies contained in the Plan can be the basis for all programs, products and services.

C. INTEGRATION WITH THE BUDGET PROCESS

The objectives and strategies contained in the Strategic Plan shall provide the primary basis upon which the Executive Board makes its recommendations with regard to the annual budgeting process.

D. INTEGRATION WITH THE LEADERSHIP SELECTION PROCESS

The Executive Board and members of the Nominating Committee shall be made aware of and be familiar with the five year Strategic Plan; and the basic capacities, objectives and strategies in the Plan shall be among the standards against which the abilities and skills of potential leaders at all levels of NAPM-CB are examined.

IX. AWARDS, ETC.

A. BOYD BOYDSTUN AWARD

First presented in June of 1986, the W.L. "Boyd" Boydston Award is the highest form of recognition offered by NAPM-CB. Its purpose is to recognize currently active members who have made major and outstanding contributions to NAPM-CB over a period of time. To be eligible, a nominee must have been a currently active member of NAPM-CB for at least three years. The nominee can be recognized for either a single contribution, which may have taken over a year to complete, or for several contributions, meeting a variety of tests. Judging is performed by the Award Selection Committee, which consists of the past Presidents who are current members, and is chaired by the current President. The Committee can make the award without other members' input or it can seek nominations from the regular membership.

B. PRESIDENT'S AWARD

The President's Award is an award that may be presented by the President of the Affiliate to a person who helped him/her most throughout the year.

C. ISM CERTIFICATION PROGRAM POINTS

Individuals who hold office in NAPM-CB can be awarded one ISM Certification Program Point for each year of service. Also, subject to active participation and at the discretion of the chair, each assignment as a National, Forum, or Affiliate member of a committee, group, or forum (other than social or recreational committees) for an Affiliate may earn one ISM Certification Service Point per year. Active participation is defined as at least 80% attendance at all meetings and satisfactory performance of position responsibilities. At the discretion of the NAPM-CB President, ISM's Certification Service Points may be awarded to all deserving volunteers, whether or not they are chairpeople, officers, or directors.

Usually a maximum of one ISM Certification Service Point may be earned per year. However, persons holding simultaneous positions on the Affiliate and Forum or National level are able to earn one point per position per year at each level.

D. OTHER AWARDS

Other awards are available within ISM National and the Pacific & NorthWest Forum such as the Sid Brown, C.P.M. Award of Excellence, the Person of the Year Awards (for Leadership, Communication, and Education), the J. Shipman Award, and the Affiliate of the Year Award.

X. NAPM-CB PROPERTY

NAPM-CB-owned items (folders, nametags, frames, banners, historical information, etc.) must be protected from the weather and potential harm. It must also be tracked so as not to be misplaced. Some items are meant to be passed on to the successor and it is up to the Executive Board to make sure that is carried out.

ADOPTED: 5/6/02 (by the Executive Committee)

REVISED: 1/25/03

POSITION DESCRIPTIONS

PAST PRESIDENT

The Past President shall be first in line to succeed the Groups & Forums Chair. The Past President shall perform such duties as requested and also serve as a mentor and ambassador to both the current President and the Executive Board.

PRESIDENT

The President shall:

- A. be the Chief Executive Officer and ex officio member of all committees except the Nominating Committee, and shall exercise a general supervision over the interest and welfare of this Affiliate,
- B. act as Chairman of Executive Board,
- C. preside at all meetings,
- D. make a report to the Executive Board at their regular meeting,
- E. execute, in the name of the Affiliate, all written contracts of the Affiliate,
- F. appoint an Audit Committee Chair at the Annual Meeting of the Affiliate with instructions that the said Auditing Committee shall meet with the Treasurer and the Treasurer Elect to audit the books and effect the transfer thereof to the Treasurer Elect. A complete report by the Auditing Committee to the Affiliate shall be made at the next regular meeting,
- G. appoint a Nominating Committee Chair at least ninety (90) days prior to the Annual Meeting, and
- H. appoint such other Standing or Special Committees, subcommittees, or task forces as may be necessary.

VICE PRESIDENT

The Vice President, in the absence of the President, shall perform the duties of and have the same authority as the President. The Vice President shall perform such other duties as may be assigned by the President or the Executive Board.

SECRETARY

The Secretary shall:

- A. attend and suitably record in permanent form, the proceedings of all meetings of the Affiliate and of the Executive Board. Reproduction of the meeting minutes, including all attachments, is the responsibility of the Secretary and they shall be mailed to all Executive Board members within fifteen (15) days after the meeting,
- B. make, service, and publish all notices required by law or by these Bylaws,
- C. maintain in safekeeping all corporate and membership records of the Affiliate,
- D. deliver over to the successor in office, all records, documents, seal and any other property of the Affiliate for which the Secretary may be accountable, and
- E. perform such other duties as may be required by the President or the Executive Board.

In the absence of the Secretary from any meetings, a Secretary pro tempore may be appointed by the presiding officers.

TREASURER

The Treasurer shall:

- A. keep and collect such dues and assessments that may be levied by the Affiliate and any other income of the Affiliate and to expend such funds as may be authorized by the Executive Board, and shall keep a permanent record of all moneys of the Affiliate disbursed, noting therein amount and date thereof. Prior to payment, all checks must be signed by any two of the following Association officers: Past President, President, Treasurer, Director, or as designated by the Executive Board,
- B. deposit all moneys in the name of the Affiliate in such bank or banks as may be approved by the Executive Board,
- C. render a true, complete and signed report of the financial condition of this Affiliate at the Annual Meeting and to the Executive Board at each regular, monthly meeting. The books and accounts shall at all times be open to inspection by any member of the Executive Board or Audit Committee,
- D. fifteen days prior to the first billing date (November 15th) the Membership Chair shall submit a certified list of the membership to the Treasurer for billing, and said list shall be retained by the Treasurer for auditing purposes, and

- E. deliver to the successor in office all moneys, books, documents, vouchers, and any other property belongings to this Affiliate, immediately upon the successor's taking office after the approval of the Audit Committee.

DIRECTORS

The duties of the Directors shall be to:

- A. assist in advising incoming Officers of their duties at a meeting of the Executive Board within 30 days following the Annual Meeting,
- B. attend all Executive Board meetings and provide independent input on all matters raised by the Executive Board,
- C. handle all other assignments as may be given by the President or Executive Board as may rightly come before the Executive Board, and
- D. make every attempt to Chair or participate on at least one Committee throughout the year,
- E. make recommendations for honorary and life memberships, and
- F. review and make recommendations on all complaints by members.

COMMITTEE DESCRIPTIONS

STANDING COMMITTEES

MARKETING/MEMBERSHIP COMMITTEE

- A. The Marketing/Membership Committee is lead by the Marketing/Membership Chair as appointed by the President and approved by the Executive Board. It is up to the Marketing/Membership Chair to solicit Committee members as he/she deems appropriate.
- B. The Marketing/Membership Committee is responsible for maintaining and updating the Membership Roster for the Affiliate. Currently, it is presented using Excel software, but any commonly used software may be utilized.
- C. The Marketing/Membership Committee is responsible for recruiting new members, establishing a Membership Drive (if appropriate), greeting members at the registration table at each of the regular, monthly meetings, reconciling the roster received from ISM National with the Affiliate roster for billing purposes twice per year, verifying that the invoices received from ISM National are correct prior to sending to the Treasurer for payment, and reporting membership changes (additions, deletions, transfers, and information changes) to ISM National once per month (currently, by the 15th of the month).
- D. The Marketing/Membership Committee is responsible for submitting articles to the *Buy-Ways* Newsletter Editor announcing new members and/or the Membership Drive, as appropriate.
- E. The Marketing/Membership Committee is responsible for submitting the membership roster to the *Buy-Ways* Newsletter Editor for publication at least once a year (currently, each March).
- F. The Marketing/Membership Committee provides guidance and rationale to the next Membership Committee to ensure some measure of continuity of direction, effort, and results.

EDUCATION COMMITTEE

- A. The Education Committee is lead by the Education Chair as appointed by the President and approved by the Executive Board. It is up to the Education Chair to solicit Committee members as he/she deems appropriate.
- B. The Education Committee is responsible for applying for rights to ISM National's Satellite Seminars and for room/snack arrangements. The Committee is also responsible for providing the *Buy-Ways* Newsletter Editor with information for publication.
- C. The Education Committee is responsible for establishing the Workshop and Program speaker schedule for the year in advance and obtaining ISM National's approval to award ISM Certification Service Points. The Committee is responsible for providing the *Buy-Ways* Newsletter Editor with information for publication.

- D. The Education Committee should make every attempt to organize and present a yearly educational seminar.
- E. The Education Committee provides guidance and rationale to the next Education Committee to ensure some measure of continuity of direction, effort, and results.

COMMUNICATION COMMITTEE

- A. The Communication Committee is lead by the Communication Chair as appointed by the President and approved by the Executive Board. It is up to the Communication Chair to solicit Committee members as he/she deems appropriate.
- B. The Communication Committee is responsible for submitting Workshop and Program (as well as Satellite Seminar and other Seminar) announcements to whatever media is deemed appropriate. As a minimum, the *Buy-Ways*, *Reach*, and *Tri-City Herald* should be contacted.
- C. The Communication Committee is responsible for assisting the *Buy-Ways* Newsletter Editor by providing articles for the monthly issues as necessary.
- D. The Communication Committee is responsible for assisting the Web Master by periodically reviewing the Site for up-to-date information and accuracy.
- E. The Communication Committee provides guidance and rationale to the next Communication Committee to ensure some measure of continuity of direction, effort, and results.

GROUPS & FORUMS COMMITTEE

- A. The Groups & Forums Committee is lead by the Groups & Forums Chair as appointed by the President and approved by the Executive Board. It is up to the Groups & Forums Chair to solicit Committee members as he/she deems appropriate.
- B. The Groups & Forums Chair shall serve as the official Affiliate representative for Groups and Forums activities and also serve as Director to the Pacific & NorthWest Forum.
- C. The Groups & Forums Committee is responsible for assisting the *Buy-Ways* Newsletter Editor by providing articles for the monthly issues as necessary.
- D. The Groups & Forums Committee provides guidance and rationale to the next Communication Committee to ensure some measure of continuity of direction, effort, and results.

OTHER COMMITTEES

Other Committees may be established to address certain ongoing matters of the Affiliate. The President will appoint the Committee Chair and the Executive Board will approve such. A list of the Other Committees follows, but is not limited to:

NOMINATING COMMITTEE

- A. The Nominating Committee is lead by the Nominating Chair as appointed by the President and approved by the Executive Board. It is up to the Nominating Chair to solicit Committee members as he/she deems appropriate.
- B. The Nominating Committee is responsible for establishing a slate of nominees for all open positions within the Officer and Director categories. The voting method and requirements as well as the duties of the positions will be publicized in the April *Buy-Ways* Newsletter and the final list will be publicized in the May *Buy-Ways* Newsletter. The Committee also prepares the ballot for the Annual Meeting.
- C. The Nominating Committee provides guidance and rationale to the next Nominating Committee to ensure some measure of continuity of direction, effort, and results.

AUDIT COMMITTEE

- A. The Audit Committee is lead by the Audit Chair as appointed by the President and approved by the Executive Board. It is up to the Audit Chair to solicit Committee members as he/she deems appropriate.
- B. The Audit Committee is responsible for auditing the Affiliate's books at the end of each year to ensure the records are accurate and procedures are being followed. The Audit Committee is to write up a report of their findings and conclusions and present to the Executive Board within one month following their audit.
- C. The Audit Committee provides guidance and rationale to the next Audit Committee to ensure some measure of continuity of direction, effort, and results.

AWARD COMMITTEE

See IX.A. above.

DUES SCHEDULE

Regular Member

Annual dues for Regular membership are \$125.00. As a Regular member, you are automatically a member of the Institute for Supply Management (ISM) and a member of the local NAPM-Columbia Basin (NAPM-CB) Affiliate.

The Regular membership dues are pro-rated quarterly as follows:

January through March	\$ 125.00	Membership through December
April through June	\$ 93.75	Membership through December
July through September	\$ 62.50	Membership through December
October through December	\$ 125.00	Membership through the next December

Associate Member

As an Associate member, you are a member of the NAPM-CB, but not a member of ISM. There must be a Regular member from your company in order for you to qualify for Associate membership.

January through December \$ 65.00

There is no pro-rated billing for Associate membership.

Student Member

As a Student member, you are a member of the NAPM-CB, but not a member of ISM.

January through December \$ 25.00

There is no pro-rated billing for Student membership.

Regular Member Volume Discount Program

The Regular Member Volume Discount Program provides dues discounts to individuals and/or companies with 50 or more purchasing employees as members. As a Regular member under the Volume Discount Program, you are automatically a member of the ISM and a member of the local NAPM-CB.

For Regular Member Volume Discount Program dues, contact the Marketing/Membership Chair.

EXPENSE REPORT

Payment Request and Approval Form