

# **SOUTHWEST OHIO PURCHASERS FOR GOVERNMENT**

## **SWOP4G**

### **CHARTER**

Adopted November 26, 1986

Updated January 21, 2016

#### Article I – Name

The name of this Association shall be the Southwest Ohio Purchasers for Government (“SWOP4G”).

#### Article II – Objectives

The objectives of this Association are to establish cooperative relationships among its members for the purpose of:

- Developing mutual and competitive specifications
- Collectively purchasing commodities
- Evaluation of product and vendor quality
- Providing research and development into areas of mutual purchasing concern not under consideration
- Saving time and developing better bid specifications, since common specifications will be prepared for multiple jurisdictions
- Encouraging the highest ethical standards in buying and selling
- Collecting and disseminating useful information to its members
- Promoting the exchange of ideas and experiences within the purchasing profession
- Promoting legislation and regulations that enhance and simplify the procurement needs of public jurisdictions
- Encourage learning about new equipment, services, procedures between all members

#### Article III – Membership & Responsibilities

1. Membership in SWOP4G shall be open to all public purchasing entities.
2. Admission into SWOP4G shall become effective upon acceptance of the application and payment of the membership fee, when such a fee is established according to the procedures in the by-laws. Application shall be confirmed by letter from the association Board of Directors.

3. Membership Responsibilities include:

- Commitment to participate in at least one commodity committee or training session
- Commitment to participate in unified purchase once bids are solicited, except as may be otherwise provided by law or bid is awarded to a bidder in default to a specific jurisdiction (Note: bidders may be rejected if a jurisdiction has sufficient documentation on file to demonstrate that a vendor's past performance is unsatisfactory)
- Explicit authority for "joint bidding" under the rules and procedures established by the purchasing authority
- Any entity assuming the lead responsibility for bidding a product or service must conduct its operation according to the principles of open competition, using specifications that are fully competitive
- Abiding by all contractual requirements, including prompt payment of bills

#### Article IV – Officers, Administration & Board

1. Board of Directors – The governing body of this association will be an Executive Board consisting of no more than five (5) members including The Chair, Vice-Chair, Secretary, Treasurer and a Member-at-Large. The duties of the Board shall be to:

- Call semi-annual general meetings
- Appoint standing committees
- Assure that committees make timely status reports
- Oversee standing committee progress
- Instill the highest ethical and professional standards on the products of SWOP4G and its membership
- Encourage full participation of the members of SWOP4G
- Call Board of Directors meetings
- As an incentive to participate as a Board member, each Board member will receive an annual \$300 stipend to use towards furthering their purchasing education

2. The Board of Directors shall meet quarterly or as often as needed at the invitation of the Chair.

3. The Chair shall:

- Exercise general supervision over the affairs of the Association
- Preside over all general meetings of the Association
- Preside over all Board of Directors meetings
- Perform all duties incidental to the office of Chair

4. The Vice-Chair shall:

- Perform such duties as are assigned by the Chair
- In the absence of the Chair at a general or a Board meeting, assume the Chair

5. The Secretary shall:

- Maintain correspondence with the membership and other entities as needed

6. The Treasurer shall:

- Maintain all accounts of the SWOP4G
- Keep true and accurate reports of the Association
- Maintain complete record of receipts and disbursements
- Make quarterly reports to the membership on the financial status of the Association

7. The Member-at-Large shall:

- Be a member of the Association
- Advise the Board based on his/her best knowledge and experience
- Be expected to bring new and fresh ideas to the Board
- Serve as an additional conduit of input to the Board for all the Association membership