

AMENDED AND RESTATED BYLAWS
OF THE
WASHINGTON ASSOCIATION OF CONTRACT SPECIALISTS

ARTICLE I - NAME

The organization shall be known as the Washington Association of Contracts Specialists (hereinafter, the “Association”).

ARTICLE II - PURPOSE

The purpose of the Association is to provide a forum for the interchange of ideas and information and to enhance the professionalism of governmental contracts & procurement personnel.

ARTICLE III - OBJECTIVES

The objectives of the Association shall include, but not be limited to:

1. Serving as a forum for the exchange of ideas and information about governmental contracts & procurement;
2. Identifying governmental contracts & procurement issues of statewide significance;
3. Increasing the efficiency and cost effectiveness of the governmental contracts & procurement process; and
4. Providing training to its members on governmental contracts & procurement issues.

ARTICLE IV - MEMBERSHIP

Membership in the Association shall be open to any employee of a Washington state agency who is interested in, or whose job duties involve contracts & procurement.

ARTICLE V – DUES

No dues are required for membership in the Association.

ARTICLE VI - MEETINGS

Meetings shall be held at times and places mutually agreed upon by the Association membership. Generally it is anticipated that meetings will be held quarterly on the first Thursday of the third month.

ARTICLE VII - ELECTIONS

The election of Association officers shall occur at an annual meeting of the membership held in December of each year, or at such other time as the membership may determine.

ARTICLE VIII – QUORUM AND VOTING

Those members of the Association in attendance in person or by electronic means at any meeting shall constitute a quorum. Each member in attendance at a meeting shall be entitled to one vote on any matter brought forward for a vote of the membership.

ARTICLE IX - OFFICERS

The officers of the Association shall be a Chairperson, Vice Chairperson, and Secretary. Officers shall assume their duties at the close of the meeting at which they are elected. Officers shall serve for a one (1)-year term, except that the Vice Chairperson shall automatically assume the office of Chairperson at the end of his or her term, for an additional one (1)-year term. A vacancy in any office may be filled by the Association membership at any meeting, except that the Vice Chairperson shall fill the unexpired term of any vacancy in the office of Chairperson. Officers shall perform the duties provided in this article.

Chairperson. The Chairperson shall have primary responsibility for ensuring that the Association is fulfilling its purpose and pursuing its objectives as set forth in these bylaws. The Chairperson shall work with Association officers and meeting facilitators to coordinate meeting agendas, host locations, technology and other tools in aid of the accomplishment of Association objectives. The Chairperson shall preside at all meetings.

Vice Chairperson. The Vice Chairperson shall perform the duties of the Chairperson in the absence of or at the request of the Chairperson. The Vice Chairperson shall succeed to the office of Chairperson at the end of the Chairperson's term. The Vice Chairperson shall assist with agenda planning and coordinating host locations and facilitators for meetings.

Secretary. The Secretary shall record the minutes of Association meetings and serve as the custodian of Association documents. The Secretary shall be responsible for the timely distribution of meeting agendas and minutes to the Association's officers and members.

ARTICLE X - AMENDMENTS

These bylaws may be amended by vote of the members at any meeting.