



**NATIONAL ASSOCIATION OF PURCHASING MANAGEMENT
CORPUS CHRISTI, INC.**

Policies & Procedures

June 1, 2006

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Approved By NAPM-Corpus Christi Board of Directors: January 16, 2007

POLICY MANUAL

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The organizational foundation of the National Association of Purchasing Management – Corpus Christi, hereinafter NAPM-Corpus Christi, is set forth in the *NAPM-Corpus Christi Bylaws*. These policies supplement the *NAPM-Corpus Christi Bylaws* and have been adopted by the Board of Directors for the operation and management of the Affiliate. To ensure the successful operation and growth of NAPM – Corpus Christi, it is important that leaders at all levels understand and carry out the approved policies.

HISTORY

The National Association of Purchasing Management - Corpus Christi, Inc. (Affiliate) was originally organized as the Gulf Coast Purchasing Management Association in 1951 in Corpus Christi, Texas. Since the Association only had twenty charter members, it was unable to qualify for a charter with the National Association of Purchasing Agents (N.A.P.A.). The Affiliate eventually became affiliated with N.A.P.A.M. as a chapter of the Purchasing Management Association of Houston.

In 1966, the Gulf Coast Purchasing Management Association was fully chartered and thus became an autonomous affiliate with the National Association of Purchasing Agents. In 1980, the Affiliate adopted its own Articles of Incorporation, which qualified it to become a corporation under the Texas Non-Profit Corporation Act. The State of Texas approved the Association's Articles of Incorporation on May 20, 1980 and assigned Charter No. 0052009501 to the Gulf Coast Purchasing Management Association, Inc. Thus, affiliation with N.A.P.M. provided our Association with the opportunity and availability of materials and literature that would be utilized to foster and promote the education and development of our local purchasing professionals. In January 1992 the Gulf Coast Purchasing Management Association changed its name to the National Association of Purchasing Managers - Corpus Christi, Inc. On August 16, 1999, it registered its name with the Secretary of State. On September 27, 1999, it changed its name for the third time with the Secretary of State to the National Association of Purchasing Management - Corpus Christi, Inc.

POLICY MANUAL

- The NAPM-Corpus Christi Policy Manual was established June 1, 2006 to serve as a guide supplementing the NAPM-Corpus Christi Bylaws. Policy-related actions will be highlighted in the monthly minutes and will be transferred to the appropriate section of the Policy Manual on an annual basis. The Bylaws Committee, as determined by the President, is responsible for preparing the Policy Manual for approval by the Board of Directors.
- The Bylaws Committee and President shall be responsible for an annual review of the Policy Manual. Recommendations of changes shall be presented to the Board at the Annual Strategic Planning Session.

MEETINGS

- Membership meetings are normally held the third Tuesday of each month, except June and July, or as otherwise approved by the Board of Directors; i.e., combined meetings, etc.
- Board meetings are normally held the first Tuesday of the month.

FINANCIAL

- The Affiliate books will be audited or reviewed by an internal audit committee consisting of two Board Members and two non-Board members on an annual basis with the results of the previous fiscal year presented to the Board at the March Board meeting of the affiliate year.
- Annual budget items cannot be exceeded without Board action.
- Tax returns, if required, will be prepared by the Affiliate's accountant for review and approval by the President and Treasurer by an August submission date.
- Federal returns will be prepared at the direction of the Treasurer and must be completed within IRS guidelines. It is expected that NAPM-Corpus Christi records will be submitted to the accountant by July 1st of each year. The Annual Financial Report must be prepared and submitted to the Board by October 15th of each year by the Treasurer.
- The Treasurer prepares year-end activity and submits to the Board of Directors prior to Annual Strategic Planning Session.
- Once new officers are elected for the fiscal year, arrangements are made by the Treasurer to have bank signature cards completed with signatures. Authorized officers include President, 1st Vice President, Treasurer and 2nd Vice President. All other names will be removed from the account at that time.
- All checks are required to have two signatures.
- NAPM-Corpus Christi's fiscal year will be from June 1st through May 31st.

BYLAWS INTERPRETATIONS

In case of job loss or change, a Board member may continue in Board Member status as long as membership remains current or until the Board member has accepted a position, which is not in conflict with our Bylaws. All regular Affiliate members who lose their job may have their dues waived for one year.

Affiliate Bylaws state that any changes to affiliate Bylaws are to be submitted to ISM after Affiliate approval. Proposed amendments are to be submitted by the affiliated association to the ISM Affiliate Support Department. The bylaws will be reviewed and if they are not in conflict with the *ISM Bylaws*, the affiliated association will be advised that its proposed bylaws are in

compliance. If there is a conflict, the affiliated association will receive an explanation as to the conflict and how it might be resolved. The Bylaws may be amended by an affirmative vote of two-thirds (2/3) of regular membership present at any regular meeting provided the proposed amendments have been submitted to ISM and prior written approval has been received, and subsequently, to the membership thirty (30) days prior to the voting.

DUES AND FEES

The annual current dues structure is:

	<u>National</u>
Regular	\$150.00
Associate	\$25.00
Student	\$0.00
Honorary	\$0.00
Lifetime	\$0.00

- Payment of dues must accompany membership application.
- Any person interested in the supply management field shall be eligible to be a Regular Member of an Affiliated Association provided that such person (i) is not primarily engaged in sales activity; or (ii) does not solicit business on behalf of such person or his or her employer during meetings of any ISM activity, including without limitation, meetings of Affiliated Associations (including chapters) ISM Committees and ISM groups and forums. For the purposes of this section, "primarily" shall mean a majority of a person's time. However, no person shall be ineligible by reason of incidentally disposing of scrap, surplus stock, or equipment of the concern by which he or she is employed. The eligibility of an editor, secretary, or business manager employed by an Affiliated Association shall not be affected by reason of sales activity directly related to any magazine, bulletin, or other publication, or exhibit, product, show or similar activity sponsored by such association.
- Dues for regular and non-voting members in the Affiliate shall be assessed on a calendar year basis and shall be payable in advance on January 1st of each year. Life members' dues are free, however, meals must be paid by the member. If a member does not remit payment of their dues within 90 days NAPM-Corpus Christi, Inc. has the right to drop the member from the existing membership roll.
- Honorary/Student Members of the Affiliate dues are free; however, meals must be paid by the member.
- New members elected to membership in the Affiliate at any time during a calendar year shall be required to pay a proportionate amount of the annual dues in effect at the time of their election to membership which amount shall be payable commencing on the first month in which they are elected to membership in the Affiliate.
- Unemployed members who have fulfilled a minimum of one-year paid regular membership are eligible for a dues free membership up to a maximum of one year.

- A notice to cancel membership will be sent to any member whose dues (or fees) become 90 days past due. The Membership Committee Chair or a designee by the President will call all past due members.
- In the event of a National dues increase, the Affiliate dues will automatically increase to meet ISM's National requirements. Affiliate membership dues will be reviewed annually for potential dues increase. Affiliate dues should not be increased unless a corresponding dues increase from ISM National is instituted within the previous twelve months. The Board of Directors must approve any Affiliate member dues increase.

PURCHASING PROCEDURES

The President of the Affiliate is responsible for the administration and management of the Affiliate's operations and contracts. The Secretary shall serve as Affiliate Purchasing Agent and is responsible for the procurement of all goods and services required by the Affiliate. The President is authorized to execute on behalf of the Affiliate all contracts to which NAPM-Corpus Christi is a party, except bonds, notes, mortgages and any other evidence of indebtedness of the Affiliate, in accordance with the following criteria:

- Any contract requiring an expenditure by the Affiliate of an amount not more than \$100 may be executed by the President without prior approval of the Board, provided that the amount and general purpose for such expenditure is included within the Affiliate's budget as adopted by the Board.
- Any contract requiring an expenditure by the Affiliate of an amount exceeding \$100 may be executed by the President upon approval by the Board.
- For purchases over \$1,000, three written quotes must be obtained from qualified suppliers for the items to be purchased. These quotes must be presented to and approved by the Board before a purchase can be made. A receipt along with an Expense Reimbursement Request (Exhibit A) form must be submitted to the Treasurer before receiving reimbursement for Board approved purchases.
- A receipt for purchases made for the Affiliate must be submitted to the Treasurer before a member can be reimbursed for Affiliate purchases.

PUBLICATIONS

Roster

- A roster will be available annually as determined by the Board of Directors for distribution to all members attending the monthly meeting.
- The roster may contain (1) an alphabetical listing of the membership showing member name, company, address and phone number, fax number, e-mail; and (2) a listing in alphabetical order by company name, with individual member name listed for each company.

- Mailing labels for purchasing and materials management-related functions as requested by other ISM affiliates must be approved by President and requires expense compensation in advance. This value will be set annually to cover the cost of expenses.

Newsletter

- The *Buyline* newsletter will be published monthly via the NAPM-Corpus Christi, Inc. website and e-mailed to members with e-mail addresses, with the exception of June and July, prior to the next scheduled monthly meeting containing meeting information and other information of interest to the membership. The newsletter will be e-mailed to the ISM website master to post it to the NAPM-CC website.

ANNUAL SELECTION FOR NAPM-CC OFFICER POSITIONS

- The President shall, at least sixty (60) days before the Annual Meeting in April, appoint a Nominating Committee of three (3) members, consisting of the one Board Member (who will serve as Chairman) and two (2) regular members who may or may not be members of the Board of Directors.
- A Nominating Committee will be formed and will solicit the most qualified candidates who will be nominated at the appropriate monthly meeting and/or announced in the newsletter publication. The duly constituted Nominating Committee shall place in nomination the names of consenting nominees for the various offices at the regular meeting in February preceding the Annual Meeting. This list of nominees, executed by the Chairman of the Nominating Committee, shall be filed with the Secretary immediately after the announcement at the February meeting.
- All vacancies must be announced in the *Buyline* newsletter at least one month prior to the actual vote to allow for absentee votes.
- The Secretary will prepare the ballots for the election. At least two (2) weeks prior to the annual meeting in April, the Secretary shall prepare and distribute to each regular member a printed ballot either via e-mail or through the U. S. Post Office. These ballots may be voted by mail when sealed and addressed to the Secretary who will present them, still sealed as mailed by the voter, to those authorized to count the ballots.
- The Secretary, at this annual meeting shall submit all ballots received by mail, in the manner prescribed herein, and those collected during this meeting to those designated to tabulate the election results.
- Nominations from the floor will be accepted at the annual meeting prior to the election. The Chair of the Nominating Committee cannot run for a vacant Board position. Officers shall be elected by majority of regular members present at the annual meeting of the Affiliate who will cast a ballot and by whose regular members' ballots received in accordance with the following procedure. Officers will assume office at the installation of officers held in May of each year.

- **Frequency**

The Officers shall be elected by the regular members of the Association annually.

- **Potential Candidate Selection**

Eligible candidates for the office of Officer shall have been a member of the Affiliate in good standing for at least one (1) year and have maintained a representative attendance at regular meetings. In addition to the above, the President and First Vice President must have been a regular member of ISM for at least three (3) years and have served in at least one (1) elective office and/or as Chairman of a major committee of the Association before his/her name may be placed on a ballot for these offices.

- **Requirements**

1. The candidate must be a regular member.
2. The candidate must be willing to commit at least three years of service as a Board of Director.
3. The candidate should anticipate an average of 5-10 hours per month as required for the following:
 - a. Attendance at monthly Board Meetings (approximately one to two hours).
 - b. Attendance at monthly dinner meetings.
 - c. Attendance at and Chair of monthly committee meetings.
 - d. A Planning Session is conducted annually, which requires attendance of up to eight hours.
 - e. Annual attendance at a Summer Leadership Workshop may be required. (Two-day session) Expenses are paid for by NAPM-CC.

- Board of Directors must attend a minimum of seven (7) meetings of each of items 3.a. and 3.b. above.

- Chair positions will be assigned annually by the Board following the Officer elections. Current committees consist of, but are not limited to: Public Relations, Professional Development, Immediate Former President, Programs, Global Resources, Membership, Job Line, Senior Advisor, and Scholarships.

- Vacancies during the year of the Board of Directors of the Association shall be filled by appointment for the unexpired term by the President with the approval of the Board of Directors.

PROFESSIONAL DEVELOPMENT ACTIVITIES

- Professional Development meetings will be held prior to most regular monthly meetings. Professional Development meeting topics may normally be more specialized than monthly meeting topics.

PROGRAM ACTIVITIES

- Programs will consist primarily of professional development topics or subjects of current interest to supply management professionals.
- All speaker needs should be communicated to the Secretary one month in advance of the respective monthly meeting, i.e., podium, overhead projector, microphone, dinner selection, etc.
- Seminars will consist of professional development topics or subjects for purchasing/supply chain management professionals.
- Guidelines for speakers must be communicated in advance. Guidelines are as follows:
 - (1) NAPM-Corpus Christi, Inc. will select lodgings for the selected speaker and negotiate the price per night in advance.
 - (2) NAPM-Corpus Christi, Inc. is a non-profit organization and will pay for only lodging, meal(s) not to exceed \$50.00 per day, transportation to and from the meeting site, speaker travel if necessary in which the NAPM-Corpus Christi selected presenter will seek to find the lowest fare available and will purchase a seat in coach, flight cost not to exceed \$800.00 for roundtrip flight. Any other expenses will be paid by NAPM-Corpus Christi, Inc. to the facility that the seminar is held at, including breakfast and lunch for the attendees, A/V. evaluation forms, handouts, name badges, brochures. Exceptions to be approved by the Board of Directors.
 - (3) The Program Chair will send a confirmation to the speaker for the seminar to include costs that will be covered by NAPM-Corpus Christi, Inc.

MEMBERSHIP ACTIVITIES

- The Membership Chair will send a letter of welcome and new member certificate upon acceptance of the membership application. This letter gives the new member meeting time and location information. New members are recognized at the monthly meeting by the Membership Chair.
- The Membership Chair or as designated by the current President will call past due members prior to termination.
- The Membership Chair will present new NAPM-Corpus Christi members with NAPM-Corpus Christi new member certificates at the first meeting following the publication of their name as a new member.
- The Membership Chair will provide the new member with a name badge and membership certificate.

NAPM-CC MEMBERS' EDUCATION FUND

The purpose of the NAPM-CC's members' education fund is to provide financial assistance in meeting the expenses for college degree courses, continuing education courses, conferences and seminars, and C.P.M. examinations. Should there be limited funds available for the scholarship program, then scholarships to members will receive first priority over scholarships to students. The Scholarship Committee will be comprised of the Scholarship Chair, Secretary, Treasurer, and student advisory member, if available.

- College Degree Courses. NAPM-CC members seeking a scholarship for college degree courses must complete an application and submit the request to the Scholarship Committee. The NAPM-CC member must meet the following criteria before being considered for a scholarship:

1. Must be a regular member of the Association.
2. Must be enrolled as a part-time student (three (3) hours or more) at an accredited local college or university.
3. Must be registered for a course or courses required for a degree plan in Business Administration, Accounting, Materials Management, or Supply Management.
4. Must maintain a cumulative grade point average of 2.5 or better.
5. Must provide a copy of grades to the Scholarship Committee.
6. Member must have attended a combination of six (6) general meetings during the current fiscal year.
7. Member shall be required to work on a committee for the Association.

The maximum amount of scholarship funds that will be awarded to members will be \$300.00 per semester. The maximum amount of scholarship funds that will be awarded to one member will not exceed \$600. The Scholarship Committee will review scholarship applications and submit their recommendation to the Board of Directors for approval or disapproval of the request. The Board of Directors' decision will be final.

- Continuing Education Courses (non-degree). The continuing education fund will provide assistance to NAPM-CC members who are enrolled in a continuing education non-credit course. The scholarship is intended to create new horizons and opportunities to further not only academic but also professional growth and development as well. NAPM-CC members seeking a scholarship for a continuing education course or self-study courses must complete an application and submit the request to the Scholarship Committee. The Scholarship Committee will review scholarship applications and submit their recommendation to the Board of Directors for approval or disapproval of the request. The Board of Directors' decision will be final.

The NAPM-CC member must meet the following criteria before being considered for a scholarship:

1. Must be a regular member of the Association.
2. The continuing education attended must be in Business Administration, Accounting, Materials Management, or Supply Management.
3. Member must have attended a combination of six (6) general meetings during the current fiscal year.
4. Member shall be required to work on a committee for the Association.

5. Member will be required to make a presentation at a pre-meeting within the current fiscal year.

Scholarship funds to members will not exceed \$200.00 per course taken. The maximum amount of scholarship funds that will be awarded to one member for a non-degree course will not exceed \$400.

- Seminars and Conferences. NAPM-CC will provide assistance to NAPM-CC members who want to attend a supply management conference or seminar. The scholarship is intended to create new horizons and opportunities to further professional growth and development of members.

The NAPM-CC member must meet the following criteria before approving funding the conference or seminar:

1. Must be a regular member of the Association.
2. The seminar or conference attended must be in Materials Management or Supply Management.
3. Member must have attended a combination of six (6) general meetings during the current fiscal year.
4. Member shall be required to work on a committee for the Association.
5. Member will be required to make a presentation at a pre-meeting within the current fiscal year.

Funding to members requesting to attend a conference or seminar will not exceed \$200.00 per conference or seminar taken. NAPM-CC will pay for a maximum of two conferences or seminars for each member in a fiscal year. The Leadership Training Seminar held annually by ISM and paid for by NAPM-CC will be counted as one of the seminars taken per year if attended by the member.

NAPM-CC members seeking funding for a seminar or conference must complete an application before attending the conference or seminar and submit the request to the Scholarship Committee. The Scholarship Committee will review the request and submit their recommendation to the Board of Directors for approval or disapproval of the request. The Board of Directors' decision will be final.

- Certified Purchasing Manager (C.P.M.) Examination. ISM established the Certified Purchasing Manager (C.P.M.) program on June 1, 1974. The establishment of the program identified procurement as a professional function with high educational standards and measures of ability and performance. Among the academic and the business communities, it has earned the recognition of, and respect for, purchasing as a key management team member. NAPM-CC encourages its members to take the C.P.M. examination to enhance their professional development and will pay for members to take the examination should they pass the exam.

The NAPM-CC member must meet the following criteria before approving funding each module of the C.P.M. certification exam:

1. Must be a regular member of the Association.

2. Member must have attended a combination of six (6) general meetings during the current fiscal year.
3. Member must be on a committee for the Association.
4. Member must pass the exam module for which they are requesting reimbursement.

Member shall be required to provide detailed costs and expenditures to the Scholarship/Continuing Education Committee or the Board of Directors. Expenses will be limited to the fee for the examination (which shall be taken at the closest testing facility to the members home). If no local testing facilities are available then transportation costs will be reimbursed at plane fare cost or mileage (\$.21 cents per mile), and hotel allowance (\$40.00/night) if such is required and previously approved by the Scholarship Committee. All meals will be at the expense of the member. Member shall be required to provide detailed costs and expenditures to the Scholarship Committee. To be considered for financial assistance for C.P.M. examinations, a member must successfully pass at least one part of the exam on each attempt. Failure to do so will disqualify the member's application for reimbursement.

NAPM-CC members seeking reimbursement for taking the C.P.M. exam must complete an application and submit the reimbursement request to the Scholarship Committee. The Scholarship Committee will review reimbursement request and submit their recommendation to the Board of Directors for approval or disapproval of the request. The Board of Directors' decision will be final.

SCHOLARSHIPS FOR MEMBER DEPENDENT STUDENTS/NONMEMBER STUDENTS

- The Board of Directors shall fund a scholarship for purchasing students provided funds are available, to be administered by the Scholarship Committee. The Scholarship Committee will make a monetary recommendation based on the criteria established by the NAPM-CC Board of Directors. Scholarship recipients will be selected in April with funds presented at the September monthly meeting. This program will be called the NAPM-Corpus Christi, Inc. Scholarship Fund.
- **Eligibility:**
 1. Any full-or part-time student whose primary residence is in Nueces County or who is associated with the NAPM-Corpus Christi Affiliate of the Institute for Supply Management (e.g., a member, family member, work colleague, or students of a member teaching purchasing-related classes).
 2. 50% participation/attendance at a combination of NAPM-Corpus Christi monthly meetings (approximately 4 per fiscal year) or involvement with a NAPM-Corpus Christi, Inc. committee.
- **Award:**

Two (2) \$600 scholarship to defray the cost of college/university tuition, books, and fees.
- **Qualifications:**

1. Current undergraduate or graduate student attending, as a full- or part-time student, an accredited college or university in the Corpus Christi area.
 2. Full-time defined as 9 semester hours for undergraduate studies or 6 semester hours for graduate studies. Part-time is defined as 6 semester hours for undergraduate studies or 3 semester hours for graduate studies.
 3. Student having a minimum overall Grade Point Average (GPA) of 2.5 out of 4.0 for either undergraduate or graduate studies.
 4. Student taking or having taken at least one (1) purchasing-related class.
 5. Submittal of a maximum of 350-word essay on a career goals and objectives.
 6. Demonstrated academic success via official transcript from college/university.
- **Application:**
 1. Application must be made on the form obtained from the NAPM-Corpus Christi Affiliate, Institute for Supply Management, or facsimile thereof.
 2. All items of information requested in the application shall be submitted to the Scholarship Committee by the due date stated on the application form.
 3. Application is due no later than March 1st in order to allow for evaluation and subsequent award.
 4. Previous scholarship winners are not eligible.
 - **Award Selection Criteria:**
 1. Receipt of scholarship application with all requested information postmarked on or before March 1st.
 2. Confirmation of current enrollment at an area college/university and a GPA of at least 2.5 out of 4.0 for either undergraduate or graduate studies.
 3. Verification of having taken one (1) purchasing-related class during college/university tenure.
 4. Review of college/university official transcript.
 5. Review of application for completeness and eligibility.
 6. Assessment of best essay
 - **Award Determination:**
 1. Copy of each application meeting the minimum requirements furnished to each Scholarship Committee member for his/her review and evaluation.

2. Scholarship Committee members independently review each application and rate each applicant on the award selection criteria.
 3. Scholarship Committee members meet as a group no later than April 30th to recommended the winner of the scholarship.
 4. In case of a tie, Scholarship Committee members discuss the merits of one applicant over all others, and if they are unable to reach consensus, the Chairman of the Scholarship Committee will make final determination.
- The Scholarship Committee will review scholarship applications and submit their recommendation to the Board of Directors for approval. The Board of Directors' decision will be final.

CHARITABLE CONTRIBUTIONS

- Affiliate sponsorship of charitable activities (such as needy family fund) will be individually considered and approved by the NAPM-Corpus Christi Board of Directors.

PROTOCOL - MEMBERSHIP MEETINGS

- Board members are encouraged to network by sitting at various tables.
- Members will not be photographed drinking alcoholic beverages policy and that such photos may not be printed in any member publication.

PROTOCOL - BOARD MEETINGS

- Every attempt must be made to attend Board Meetings and Monthly Meetings. The President or Secretary must be notified when you cannot attend.
- All motions in minutes will be highlighted in some manner or italicized for easy retrieval and review by Bylaws Committee. All Bylaw changes and action items are to be listed at the end of the Board of Director meeting minutes.

CONFERENCE ATTENDANCE

- Providing funds are available, the Affiliate will pay to send the President to the ISM International Purchasing Conference. In the event that the President cannot attend, the President will select candidates based on factors such as service, availability, etc. Reports are required from the attendees and must be submitted to the President within 30 days of the conference.
- Providing funds are available, the Affiliate will pay to send the following incoming officers and committee chairs to the Summer Leadership Training Workshop:

President

1st Vice President
2nd Vice President
Secretary
Treasurer
Membership Activities Chair
Professional Development Chair
Public Relations Chair
Programs Chair

RECOGNITION

- The Immediate Past President may be recognized at the May membership meeting by presentation of a gift value not to exceed \$100 providing funds are available.
- The incoming President is recognized with a personalized plaque with a gavel, NAPM-Corpus Christi, Inc. logo, name of the President and years of office. This is presented in the month of August. Value not to exceed \$100.
- Traditionally, all past presidents are invited to attend a designated meeting as guests or be recognized in the *Buyline* newsletter.
- The Affiliate pays for one meal for each person being awarded either his or her A.P.P. or C.P.M. certification at the next scheduled monthly meeting by issuance of a coupon good for one year. The organization will only pay for one free dinner for either the A.P.P. or C.P.M. Certification regardless of membership affiliation. In addition, the Affiliate will provide framing for the A.P.P. and C.P.M. certificate for those who receive their certification.
- “Supply Manager of the Year” award may be designated annually dependent upon Board’s approval and funding provisions. Supply Manager of the Year award will be given to the chosen candidate at the August monthly meeting. All candidates must be submitted by April 30th.
- Members meals will be free during the month of their birthday. For those members whose birthday is in June or July, they will receive a free meal at the August members’ meeting.
- “NAPM-Corpus Christi, Inc.” has been formally registered and accepted as an official trademark by the Secretary of State.

NAPM-CORPUS CHRISTI PROPERTY

- NAPM-Corpus Christi, Inc. owns the following equipment in the control of the Treasurer:

One Laptop Computer, Serial number _____
- As of October 1, 2005 the following assets were stored in the storage room at (storage facility) at _____ Kostoryz:

1. One (1) TV/VCR
2. One (1) 5-drawer file cabinet
3. Two (2) 4-drawer file cabinets
4. One (1) 2-drawer file cabinet
5. Table skirts
6. Three NAPM padfolios
7. Three (3) Cross pens
8. Three (3) boxes of NAPM stationery
9. Thirteen (13) boxes of NAPM envelopes
10. One (1) box of 1996 golf caps
11. Twenty-five (25) 1999 golf caps
12. Twenty-one (21) 1998 golf caps
13. 147 NAPM red/black and blue/black caps
14. 20 T-shirts in various sizes
15. One (1) box of envelopes
16. One (1) desktop laminator with 19 boxes of laminating pouches
17. Fifteen sponsorship sign stands
18. One baseball throw game
19. One (1) of red envelopes
20. One (1) box of 6½" x 9½" clasp envelope
21. Box of 12"x15½" clasp envelopes
22. One fiber optic flower
23. Two (2) NAPM banners
24. One (1) projector screen
25. Miscellaneous supplies, i.e., folders, tablets, pens, etc.

ANTI-TRUST STATEMENT

It shall be the expressed policy and intention of NAPM-Corpus Christi to comply at all times with all existing and future laws including the antitrust laws, and in furtherance of this policy, no activity or program shall be sponsored or conducted by or within NAPM-Corpus Christi or any local Affiliate affiliated with, or deemed a violation of, any existing or future law, including the antitrust laws. This statement of policy shall be implemented by the publication of the “ISM Policy Guide for Antitrust Compliance” which shall be made available to all members of the Affiliate.

COLLECTION AND DISSEMINATION OF STATISTICAL AND OTHER INFORMATION AND THE USE OF SURVEYS BY ISM

As evidenced by its adoption of the Statement of Antitrust Policy and the Policy Guide for Antitrust Compliance, ISM has recognized the importance of complying “at all times with all existing and future laws, including the antitrust laws...”

One activity engaged in by Affiliates which is subject to intense scrutiny under the antitrust laws is the collection and dissemination of data and the use of surveys. Although it is recognized that statistical compilation and reporting are valuable business tools and may have beneficial effects upon the economy to consumers and to industry, these information gathering studies are susceptible to abuse and may have anti-competitive effect.

It must be remembered that the courts apply a “rule of reason” to the determination of the legality of such studies and surveys. However, it must also be remembered that certain activities, such as price-fixing, allocation of markets or suppliers, boycotting of competitors and other business, or the limiting of production or other aspects of a business function are considered to be per se violations of the antitrust laws and are, therefore, presumed to be unlawful. In light of these facts, the legality of such studies or surveys will depend upon the facts and circumstances of each case. The following GUIDELINES attempt to provide the Affiliate with a “road map” through the amorphous territory of the antitrust laws.

GUIDELINES

1. Surveys may not disclose trade secrets or other confidential proprietary information, which would ordinarily be withheld from competitors or others.
2. The purposes of the survey should be well defined and the possible use of the survey or statistical program identified.
3. Survey questions and compilation of data should be formulated in a simple, concise manner.
4. Participation in or responding to the survey must be voluntary.

5. Information to be provided should relate only to past and closed transactions or activities and should involve present or future information of a non-economic nature.
6. The survey should be designed to insure that the information is compiled and distributed in composite or summary form only.
7. Survey and resultant reports should contain analysis of the raw statistics compiled.
8. Identification of participating persons or forms supplying information must remain anonymous.
9. The Affiliate must maintain and preserve the confidentiality of the original information collection.
10. Data should be collected and analyzed through an independent party, normally NAPM or ISM staff or academic members.
11. There should be no access to the raw data compiled to members or to individual companies of the surveyed industry;
12. Members should not exchange information or otherwise submit information regarding specific prices, terms and conditions of sales or purchase (except in the most general, innocuous fashion) production forecast figures or other specific items, which could result in an anti-competitive effect upon the market;
13. Affiliate members should not discuss or make agreements concerning the use to be made of surveys. Responses to the composite or summary data compiled and its interpretation should be individual in nature and should not result from an agreement between members;
14. Information compiled will be made available to all persons with a valid business purpose;
15. Collection of information should not result in the adoption of policies, resolutions, Codes of Ethics and other Affiliate standards, which might have a coercive effect upon the members or upon non-members.
16. The Affiliate may not impose sanctions for a failure to comply with or to follow the general conclusions or other specific items disclosed by the survey, report or data.
17. It is in the general interest of the Affiliate and the public to conduct open, fair and reasonable statistical or survey programs. (As the Supreme Court of the United States has noted, real competitors do not compile information of the minutes and most intimate details of their business and reveal same to rivals, if they are true competitors.)
18. If the above GUIDELINES are followed, the risks of antitrust liability should be reduced and the Affiliate should be able to provide its members with responsible information compiled in a fair and reasonable way.*
19. Prior to release of any survey, the survey questions, purpose, method of compilation and

analysis will be submitted to ISM for review and approval.

*The Affiliate should also bear in mind that the fact that surveys or other types of Affiliate reports are ordinarily viewed by the courts as “discoverable materials”. That is, such materials would be required to be produced for “the other side” if the Affiliate were sued and such surveys were properly sought in the context of a litigation. Thus, the Affiliate should view such surveys from the perspective of a potential litigant who wishes to have its activities always viewed in the most favorable light.

ISM PRINCIPLES OF SOCIAL RESPONSIBILITY

Social responsibility is defined as a framework of measurable corporate policies and procedures and resulting behavior designed to benefit the workplace and, by extension, the individual, the organization, and the community in the following areas:

- I. Community
 1. Provide support and add value to our community and those of our supply chain.
 2. Encourage members of our supply chain to add value in their communities.
 3. Encourage member participation in charitable activities in our organization.

- II. Diversity
 1. Proactively promote purchasing from, and the development of, socially diverse suppliers.
 2. Encourage diversity within our own organization.
 3. Proactively promote diverse employment practices throughout the supply chain.

- III. Environment
 1. Encourage our own organization and others to be proactive in examining opportunities to be environmentally responsible within their supply chains either “upstream” or “downstream.”
 2. Encourage the environmental responsibility of our suppliers.
 3. Encourage the development and diffusion of environmentally friendly practices and products throughout our organization.

- IV. Ethics
 1. Be aware of *ISM’s Principles and Standards of Ethical Supply Management Conduct*.
 2. Abide by our organization’s code of conduct.

- V. Financial Responsibility
 1. Become knowledgeable of, and follow, applicable financial standards and requirements.
 2. Apply sound financial practices and ensure transparency in financial dealings.
 3. Actively promote and practice responsible financial behavior throughout the supply chain.

- VI. Human Rights
 1. Treat people with dignity and respect.

2. Support and respect the protection of international human rights within the organization's sphere of influence.
3. Encourage our organization and its supply chains to avoid complicity in human or employment rights abuses.

VII. Safety

1. Promote a safe environment for each employee in our organization and supply chain. (Each organization is responsible for defining "safe" within its organization.)
2. Support the continuous development and diffusion of safety practices throughout our organization and the supply chain.



Exhibit A

EXPENSE REIMBURSEMENT REQUEST NATIONAL ASSOCIATION FOR PURCHASING MANAGEMENT – CORPUS CHRISTI

Date Requested: _____

MAKE PAYABLE TO: (required)	TAX ID NUMBER:
ADDRESS:	CITY, STATE, ZIP:
PHONE NUMBER:	

DESCRIPTION	DATE BOARD APPROVED*	AMOUNT (\$)
	TOTAL	\$

REQUESTED BY:
APPROVED BY:
TREASURER APPROVAL:

*The NAPM-Corpus Christi Board of Directors must approve expenditures over \$100.