



# Washington State Association of Permit Technicians BYLAWS

---

## **ARTICLE I – NAME**

The name of this association shall be: WASHINGTON STATE ASSOCIATION OF PERMIT TECHNICIANS (WSAPT).

## **ARTICLE II – PURPOSES**

*This association is organized to:*

- a. Support, organize and participate in educational seminars and training programs relating to practices, procedures, administration and enforcement of permitting activities.
- b. Advance the standardization of this profession, within the jurisdictions engaged in building, land use and development regulations.
- c. Promote the value and recognition of permit technicians.
- d. Encourage the application of distinctive knowledge and skills of the permit technicians for the benefit of the community.
- e. To develop and promote the adoption of codes published or endorsed by the International Code Council and to assist in the development and promotion of uniform regulations and legislation pertaining to building construction.
- f. To be contributing members of the International Code Council and to pursue uniformity in code interpretation, administration and enforcement.
- g. Do all such things as are incidental to or desirable for the attainment of the above objectives.

## **ARTICLE III - MEMBERSHIP/DUES**

### **Section 1: Membership**

The membership shall consist of annual members who are involved with the administration of building, land use and other related development codes for any political subdivision or municipality.

### **Section 2: Classes of Members:**

- a. Governmental Voting Member: A Governmental Voting Member of the organization shall be a bona fide employee of any political subdivision or municipality, either full or part-time. A Governmental Voting Membership shall not be transferable, except when the individual employee has paid for their own membership and they transfer to another political subdivision or municipality, or when the political subdivision or municipality chooses to transfer the membership from one employee to another.
- b. Non-voting Member: Non-voting categories shall provide for membership of individuals and corporate entities and shall include, but not necessarily be limited to, employees of governmental units, design professionals, corporations, educational institutions, not-for-profit associations, and other individuals interested in the purposes and objectives of WSAPT. Each application for Non-voting membership shall be considered a special case and handled by vote of the Executive Board.

- c. Honorary Member: An individual who has rendered outstanding and meritorious services in the furtherance of the objectives of this organization. This person shall be proposed and confirmed by the WSAPT Executive Board.
- d. Retired Member: Any former member who has retired after being an Association member. Each application for Retired membership shall be considered a special case and handled by vote of the Executive Board.

### **Section 3: Membership Period**

The annual membership for all member classes shall be for the fiscal year January 1 through December 31.

### **Section 4: Membership dues**

Annual membership dues of the Washington State Association of Permit Technicians may be reviewed at a semi-annual business meeting and, if changes are proposed, shall be established by a majority vote of the members in attendance at the next semi-annual meeting. See Appendix A for current dues.

## **ARTICLE IV – VOTING**

- a. Each Governmental Voting Member shall have one vote. For the purpose of bringing matters for discussion, all members may make and second motions. All members shall be entitled to participate in meetings and discussions.
- b. To vote in any election, be elected to office, or to vote on a bylaw amendment, a person must have become a member of the organization at least thirty (30) days preceding the vote.
- c. A quorum for a valid vote shall be a simple majority of those eligible members in attendance.
- d. Election of officers and revisions of bylaws shall be conducted by written ballot. Results are determined by a simple majority of ballots received from members in good standing in attendance at a semi-annual meeting during which the vote is being conducted.
- e. Non-Voting, Honorary, or Retired Members shall not be allowed to participate in voting, chair a standing committee or be elected to office.

## **ARTICLE V - PARLIAMENTARY AUTHORITY**

Rules of Order: Parliamentary authority for the Association shall be Robert's Rules of Order, Revised, latest edition, unless otherwise provided for by the Executive Board.

## **ARTICLE VI - STANDING COMMITTEES**

### **Section 1: Standing Committees**

The following standing committees shall be established: Administration, Bylaws, Code Development, Education/Certification, Membership, Newsletter, Peer, and Scholarship.

### **Section 2: Duties, Functions and Responsibilities**

- a. Each Committee Chair/Co-chair shall be a liaison to an Executive Board member.
- b. Administration Committee: The Administration Committee shall be responsible for scheduling and reserving meeting room facilities for the semi-annual meetings; making arrangements for any necessary equipment and supplies for speakers and training programs; providing lodging/reservation information for the members; arrangements for food and beverages as needed for meetings; arrangements for a member hospitality room and any other needs as directed by the board.

- c. Bylaws Committee: The Bylaws Committee shall review all proposed changes to the bylaws for action by the board.
- d. Code Development Committee: The Code Development Committee shall review all suggested IBC/IRC code revision amendments/additions to ICC for action and submittal by the Board. Upon submittal approval, a designee by the Executive Board shall present such code amendments/additions at the appropriate ICC code hearings.
- e. Education/Certification Committee: The Education/Certification Committee shall conceptualize, develop and maintain all materials and programs necessary to initiate and carry on any manner of educational, training, or intellectual endeavor intended to clarify or simplify the tasks and to improve the performance and professionalism of those involved in the permitting process.
- f. Membership Committee: It shall be the duty of the Membership Committee to record, update and maintain the membership roster and make it available for use by all members as needed. An up-to-date list of eligible voting members shall be supplied at each semi-annual meeting.
- g. Newsletter Committee: The Newsletter Committee shall be responsible for compiling and mailing to the membership body a newsletter containing articles of interest in the field of community development. Such information may include, but not be limited to: names and contact numbers for WSAPT officers and committees, certification, job opportunities, code requirements and/or changes, information on workshops or educational seminars and a President's Message.
- h. Peer Committee: It shall be the duty of the Peer Committee to create, prepare and maintain membership information for current, new and prospective members. This information may include brochures, welcoming letters and member notebooks. The Peer Committee shall also provide association information regarding membership to other municipal agencies and jurisdictions upon request.
- i. Scholarship Committee: The Scholarship Committee shall consist of three or more persons who are active members in good standing with this organization. It shall be the duty of the Scholarship Committee to mail scholarship applications to members in good standing as well as distribute to WA State ICC Chapter Presidents; upon receipt of completed scholarship applications, select three candidates for final consideration; present the selection to the Executive Board for final decision; and make all necessary arrangements for the presentation of the scholarship.

### **Section 3: Nominating Committee**

- a. At least forty-five (45) days prior to the semi-annual meeting, in which an election will be held, the Executive Board shall appoint a Nominating Committee consisting of three or more persons who are active members in good standing with this organization. No one person shall serve two (2) consecutive terms on the Nominating Committee.
- b. The Nominating Committee shall solicit by mail, nominees from the association membership for the offices of President, First Vice-President, Second Vice-President, Treasurer, and Recorder.
- c. The Nominating Committee shall determine the eligibility of the nominees and contact each eligible nominee to determine interest in an office for which the individual has been nominated. Any individual nominated for more than one office shall select one office for consideration.
- d. The President shall announce the results of all balloting and shall declare all elections.

### **Section 4: Adhoc Committee**

A special committee appointed by the Executive Board for a specific purpose or goal for a limited time period.

### **Section 5: Committee Chairs**

- a. Committee Chairs shall be selected by the individual committee members at the time of election of the officers held at the semi-annual meeting.
- b. Committee Chairs shall serve a term of two (2) years.
- c. No person shall serve in the same position for more than two (2) consecutive terms unless appointed by the executive board.

## **ARTICLE VII - OFFICERS AND THEIR ELECTION**

### **Section 1: Election**

- a. The officers of the Washington State Association of Permit Technicians shall be a President, First Vice-President, Second Vice-President, Treasurer, and Recorder. Any active individual member in good standing with the Washington State Association of Permit Technicians shall be eligible for any office. New officers shall be elected by written ballot at the semi-annual meeting at the end of the term of current officers. Officers shall serve a term of two (2) years. The change of officers is effective at the close of the semi-annual meeting in which the election takes place.
- b. No person shall serve in the same position for more than two (2) consecutive terms.
- c. No person shall hold more than one elective office at the same time.
- d. Officers' positions shall be voted on a rotation as follows: President, 1<sup>st</sup> Vice President, and Recorder shall be elected on even numbered years and 2<sup>nd</sup> Vice President and Treasurer shall be elected on odd numbered years.

### **Section 2: Vacancy**

In the event a vacancy is created in the office of the President, the First Vice-President shall immediately vacate her/his office and assume the office of the President. The Second Vice-President shall immediately vacate her/his office and assume the office of the First Vice-President, and at which time, the Executive Board shall have the power to fill any vacated office. In the event any other officer in the Executive Board creates a vacancy, this board shall have the authority to fill the vacancy.

## **ARTICLE VIII - DUTIES OF OFFICERS**

### **Section 1: General**

- a. Upon assuming office, the officers shall be empowered to act within the capacity of their offices. Audit and transfer of all books, funds and supplies belonging to the Washington State Association of Permit Technicians shall be relinquished to the new officers by the retiring officers at the close of the semi-annual meeting. Retiring officers shall serve as a resource to the newly elected officers.
- b. All financial matters and binding agreements shall require two (2) signatures; only elected officers shall have the authority to sign.
- c. An office shall be declared vacant if an officer is absent three (3) consecutive meetings, unless previously excused by the presiding officer.
- d. All checks, drafts or other orders for payment of money, notes or other evidences of indebtedness issued in the name of or payable to the Washington State Association of Permit Technicians shall be signed or endorsed by the President or a person designated by the President.
- e. Each Executive Board member shall be liaison for one or more committees.

## **Section 2: Officers**

Duties of the President: Preside at all meetings, makes appointments to positions and committees with approval of the Executive Board, acts as ex-officio member of all committees except the Nominating Committee, authorizes all binding agreements and disseminates and communicates all information received pertinent to the organization.

Duties of the First Vice-President: The First Vice-President shall perform the duties of the President in the absence or inability of that officer to serve, and shall assist the President when called upon. In case of a vacancy in the office of President, the First Vice-President or the Vice-Presidents in their order shall temporarily assume the duties until the vacancy is filled.

Duties of the Second Vice-President: The Second Vice-President shall perform the duties of the First Vice-President in the absence or inability of that officer to serve, and shall assist the President when called upon.

Duties of the Immediate Past President: The Immediate Past President shall serve as a resource to officers and committee chairs.

Duties of the Recorder: The Recorder shall keep a complete record of all proceedings of the organization and shall be the recording office and custodian of the records. The Recorder shall be responsible for the organization's correspondence, shall keep readily available at all meetings such records as a copy of previous general membership meeting minutes, a current copy of the bylaws, roster of membership, current correspondence and other records as necessary. The Recorder shall notify officers, committee members and delegates of their election or appointment and notify ICC of current officers, shall furnish committees with whatever documents are required for the performance of their duties, and to have on hand at each meeting a list of all existing committees, their members, and a complete list of any standings of special committees.

Duties of the Treasurer: The Treasurer shall present the budget to the membership; keep accurate records at all times; receive, issue receipts and deposit promptly in an authorized account all moneys and disburse same according to the approved yearly budget. The Treasurer will be responsible to see that the dues of all members are paid in full prior to the opening of the semi-annual business sessions, and shall report it to the President. All collections and expenditures for the Washington State Association of Permit Technicians funds shall be checked and signed by the Treasurer. The Executive Board prior to the actual conference shall audit the Treasurer's books and records each year. Present a written financial statement at each regular meeting and such other times as required by the President, provide all financial records if requested by the President or Vice-President.

## **ARTICLE IX - EXECUTIVE BOARD**

The Executive Board shall consist of the elected officers. A majority shall constitute a quorum. The Board shall refer recommendations to the general membership for action.

## **ARTICLE X - AMENDMENTS TO THE BYLAWS**

### **Section 1: Amendments to the Bylaws**

Proposed amendments must be submitted in writing to the Bylaws Committee for consideration. After consideration, the Bylaws Committee shall submit the final proposed amendments to the Executive Board who shall prepare a written ballot for the next semi-annual meeting.

**Section 2: Ratification**

Any proposed amendment shall require a simple majority vote for adoption.

**ARTICLE XI - NO BENEFIT TO ANY INDIVIDUAL**

No part of the net earnings, if any, of this Chapter shall be to the benefit of any member or other individual. No gain, profit, or dividends shall ever be distributed to any of the members of the Chapter or to the benefit of any private persons and/or solicitors except a fund, foundation, or corporation organized and operating for charitable, scientific, literacy, or educational purposes.

**Appendix A**

**Article III Section 4. Membership Dues**

<b>Member Classification</b>	<b>Annual Dues</b>
a. Governmental Voting Member	\$35.00
b. Non-Voting Members	
Professional / Governmental (non-political subdivision or municipality – An individual interested in the purposes and objectives of WSAPT.	\$40.00
Intern of a political subdivision or municipality	\$10.00
Student	\$10.00
c. Honorary Member – Has rendered outstanding and meritorious services in the furtherance of the objectives of this organization.	\$10.00
d. Retired Member – Any former member who is retired.	\$10.00