



WASHINGTON STATE
*Association of
Permit Technicians*

BYLAWS

ARTICLE I -NAME OF ASSOCIATION

The name of this association shall be Washington State Association of Permit Technicians, also known as WSAPT.

ARTICLE II – PURPOSES AND OBJECTIVES

This association is organized to:

- a. Support, organize, and participate in educational seminars and training programs relating to specific needs of permit technicians.
- b. Advance the standardization of this profession.
- c. Promote the value and recognition of permit technicians.
- d. Encourage the application of the distinctive knowledge and skills of the permit technician for the benefit of the community through educational opportunities and International Code Council (ICC) Certification(s).
- e. Develop and promote the adoption of codes published or endorsed by ICC and to assist in the development and promotion of uniform regulations and legislation.
- f. Be contributing members of ICC and to pursue uniformity in code interpretation, administration, and enforcement and encourage participation and individual certified membership.
- 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 can provide proof of payment) 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. Associate Member: This non-voting category shall provide for membership of individuals and corporate entities and shall include, but not necessarily be limited to, design professionals, corporations, educational institutions, not-for-profit associations, and other individuals interested in the purposes and objectives of WSAPT. Each application for an Associate Membership shall be considered a special case and handled by a vote of the Executive Board. An Associate Member that previously served a full or partial term as President is eligible to participate in the Past Presidents Committee.
- c. Honorary Lifetime 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 Executive Board.
- d. Retired Member: Any former member who has retired after being a Governmental Voting Member. Each application for Retired membership shall be considered a special case and handled by a vote of the Executive Board.
- e. Intern/Student: Any individual working in the capacity of an intern for a political subdivision or municipality, either full or part-time or a student enrolled in a program concentrated on building and/or permitting subjects. Each application for Intern/Student 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 WSAPT may be reviewed at a general membership business meeting and, if changes are proposed, shall be established by a majority vote of the members in attendance at the next general business meeting.

Member Classification	Annual Dues
a. Governmental Voting Member	\$50.00
Non-Voting Members	
b. Associate Member	\$60.00
c. Honorary Lifetime Member	\$0
d. Retired Member	\$10.00
e. Intern/Student	\$0

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 be eligible to vote in any election, be elected to office, or to vote on a bylaw amendment, a person must have become a Governmental Voting Member of the organization at least thirty (30) days before the vote.
- c. Election of officers shall be conducted by written ballot, unless nominees are uncontested (see Article VII for elections) Results are determined by a simple majority of ballots (or votes) received from the eligible Governmental Voting Members in attendance at the Annual Business Meeting during which the vote is being conducted.
- d. The procedure for voting on bylaws amendments shall be governed by the rules set forth in Article X – Amendments to the Bylaws.
- e. Associate, Honorary Lifetime, Retired, or Intern/Student Members shall not be allowed to participate in voting, chair a standing committee, or be elected to office unless specifically noted in Article VII. A Past President that is an Associate Member may be chair of the Past Presidents Committee upon appointment by the Board.

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: Chapter Affairs, Code Development, Communication, Conference Planning, Membership Support, and Past President Committee.

Section 2: Duties, Functions and Responsibilities

- a. The Chapter Affairs Committee shall:
 - i. Review all proposed changes to the bylaws for action by the board. The changes shall be provided to the membership for approval at the next Spring Conference or Annual Business Meeting.
 - ii. Administer elections:
 - Solicit nominees from the association membership for the election of the Executive Board.
 - Determine the eligibility of the nominees and contact each eligible nominee to determine their interest and availability to serve in an office for which the individual has been nominated. Any individual nominated for more than one office shall select one office for consideration.
 - Conduct the election of officers at the Annual Business Meeting.

- iii. Promote sound records management practices.
- iv. Collect and maintain the historical records of the Association.
- b. The Code Development Committee shall:
 - i. 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.
 - ii. Bring any legislative issue that may be of interest to the membership and Executive Board through newsletter articles and website postings.
- c. The Communication Committee shall:
 - i. Update and maintain the WSAPT website:
 - Act as liaison between the WSAPT membership and the website developer.
 - Work with the website developer to create and update web pages as necessary.
 - Perform on-going website maintenance such as but not limited to: updating text as applicable, uploading photos, training information, employment opportunities, keeping the certification information up to date, posting poll questions, etc.
 - ii. Update and maintain the WSAPT social media accounts.
 - iii. Provide WSAPT, Permit Tech, and ICC Certification information as requested to individuals or agencies.
 - iv. Foster relationships with other agencies, entities, and chapters.
 - v. Update and maintain the membership roster on the website using information supplied by the Membership Support Committee.
- d. The Conference Planning Committee shall:
 - i. Propose and coordinate the educational offerings for the Spring and Fall Conferences.
 - This includes conceptualizing, developing, and maintaining all materials and programs necessary to initiate and carry on educational, training, or intellectual endeavors intended to clarify or simplify the tasks and to improve the performance and professionalism of those involved in the permitting process.
 - ii. Make all arrangements with the conference venue including, but not limited to:
 - Schedule and reserve meeting room facilities
 - Make arrangements for any necessary equipment and supplies for speakers and training programs
 - Provide lodging/reservation information for members
 - Make arrangements for food and beverages as needed for meetings and conference sessions
 - Make arrangements for a member hospitality room and/or hospitality event (if an event is held).
 - Coordinate any other needs as directed by the board.

- e. The Membership Support Committee shall:
 - i Create, prepare, and maintain membership information for current, new, and prospective members. The Membership Support Committee shall also provide association information regarding membership to other municipal agencies and jurisdictions upon request.
 - ii Purchase and distribute incentive items to members at the Spring and/or Fall Conferences.
 - iii Coordinate fundraising activities to support the scholarships.
 - iv Coordinate scholarship and award review, approval, and notification:
 - Notify the membership of scholarship application and award deadlines.
 - Receive, acknowledge, review, and make a recommendation to the Executive Board for Conference and Certification Fee Scholarships.
 - Receive, acknowledge, review, and select three candidates for final consideration for the Paula K. Strutzel Memorial Scholarship; present the selection to the Executive Board for final decision.
 - Receive, acknowledge, and forward all nominations for the Member of the Year award to the Executive Board for review/award.
 - Make all necessary arrangements for the presentation of the scholarships and awards.
 1. The Paula K. Strutzel Memorial Scholarship shall be awarded at the Spring Conference.
 2. The Member of the Year award shall be awarded during the Annual Business Meeting at the Fall Conference.
 3. The Conference and Certification Fee Scholarships shall be awarded as needed.
- f. The Past President Committee shall:
 - i. Be composed of previous Executive Board presidents who have completed their term(s) as president and past president.
 - ii. Organize community service events and opportunities.
 - iii. Serve as a resource for the Executive Board.
 - iv. Serve as a resource and assist other committees as needed.

Section 3: Ad-hoc Committee

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

Section 4: Committee Chairs

- a. Committee Chairs shall be selected by the Executive Board, except that the Immediate Past President shall chair the Past President Committee.
- b. Committee Chairs shall serve a term of two (2) years and may be reappointed by the Executive Board.
- c. Each Committee Chair shall be a liaison to an Executive Board member.

ARTICLE VII – OFFICERS & ELECTIONS

Section 1: Officers

- a. The officers of the Washington State Association of Permit Technicians (WSAPT) shall be Past President, President, Vice President, Treasurer, Recorder, and two Members at Large elected from the membership. Any active Governmental Voting Member in good standing with WSAPT shall be eligible for any office. New officers shall be elected by written ballot at the general membership business meeting at the end of the term of current officers. In the event the number of candidates for an election does not exceed the number of open seats, the election shall be considered uncontested, and the President shall call for a voice vote to confirm the nominee. See Article IV – Voting for election details. The change of officers is effective at the close of the general membership business meeting in which the election takes place.

Section 2: Terms

- a. The offices of Past President, President, Vice-President and Members at Large shall serve a two-year term with the option of two additional one-year terms. The office of Past President shall not be subject to election; each outgoing President shall assume the office of Past President once their term expires.
- b. The Treasurer and Recorder shall each serve a two-year term. The Treasurer and Recorder office shall not serve in the same position for more than two (2) consecutive terms (except as noted below).
- c. The Members at Large shall not serve in the same position for more than two (2) consecutive terms.
- d. In the event there are no candidates for an office, the Current Officer shall continue in that capacity in one (1) year terms, until successors are elected.
- e. No person shall hold more than one elective office at the same time.

Section 3: Vacancy & Succession

- a. In the event a vacancy is created in the office of the President, the order of succession shall be Vice President, Treasurer, Recorder, and Member at Large. In the event a vacancy is created in the office of the Vice President, the order of succession shall be Treasurer, Recorder, and Member at Large.
- b. In case of a vacancy in the office of President, the Vice President shall assume the President position prior to the next annual business meeting and will then serve for the period of one year (annual business meeting to annual business meeting). In the event the Vice President is unable to fill the position, the Immediate Past President shall temporarily assume the duties until the next annual business meeting and election.
- c. In the event any other officer in the Executive Board creates a vacancy, this board shall have the authority to fill the vacancy.
- d. If the Office of Past President is vacant, the Executive Board may appoint a past President to fill the position, with special consideration given to a past President who has served on the Executive Board within the previous five years of the vacancy.

- e. If a Member at Large position is vacant, the Executive Board may appoint a past President to fill the position on an interim basis, with special consideration given to a past President who has served on the Executive Board within the previous five years of 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 WSAPT shall be relinquished to the new officers by the retiring officers at the close of the general membership business 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 evidence of indebtedness issued in the name of or payable to WSAPT shall be signed or endorsed by the Treasurer or a person designated by the President.
- e. Each Executive Board member shall be liaison for one or more committees.

Section 2: Officer Duties

Duties of the President: The President shall:

- a. Preside at all meetings.
- b. Make appointments to positions and committees with approval of the Executive Board.
- c. Act as an ex-officio member of all committees.
- d. Authorize all binding agreements.
- e. Disseminate and communicate all information received pertinent to the organization.
- f. Announce the results of all balloting and declare all elections.

Duties of the Vice President: The Vice President shall:

- a. Perform the duties of the 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 Past President shall:

- a. Serve as a resource to officers and committee chairs.
- b. This position can be called upon by the President to be a liaison to a committee or any other duties assigned by the Executive Board.
- c. Serve as the Chair of the Past Presidents Committee.

Duties of the Recorder: The Recorder shall:

- a. Keep a complete record of all proceedings of the organization and shall be the recording office and custodian of the records.
- b. Be responsible for the organization's correspondence.

- c. Keep records readily available at all meetings including:
 - i. A copy of previous general membership meeting minutes.
 - ii. A current copy of the bylaws.
 - iii. An updated roster of membership.
 - iv. A list of all existing committees, their members.
 - v. A complete list of any standings of special committees.
 - vi. Current correspondence.
 - vii. Other records as necessary.
- d. Notify officers, committee members, and delegates of their election or appointment and notify ICC of current officers.
- e. Furnish committees with whatever documents are required for the performance of their duties and to have on hand at each meeting.

Duties of the Treasurer: The Treasurer shall:

- a. Keep accurate records at all times.
- b. Receive, issue receipts for, and deposit promptly in an authorized account all moneys and disburse same according to the approved yearly budget.
- c. Prior to the opening of all business sessions, ensure that the dues of all attending members are paid in full and report it to the President.
- d. Check and sign all collections and expenditures for WSAPT funds.
- e. Present a written financial statement at each regular meeting and such other times as required by the President.
- f. Provide all financial records as requested by the President or Vice-President
- g. Supply an up-to-date list of eligible voting members prior to each general membership business meeting.
- h. File all appropriate tax forms and licenses as required by law.

The Executive Board, shall audit the Treasurer's books and records annually.

Duties of the Members at Large: The Members at Large shall:

- a. Provide general support to WSAPT and the Executive Board as directed, including, but not limited to, providing backup to the recorder and serving in vacant committee positions (chair, liaison, or committee member).

ARTICLE IX – EXECUTIVE BOARD

Section 1: Members

The Executive Board shall consist of the current officers as defined in Article VII. A simple majority shall constitute a quorum. The Board shall refer recommendations to the general membership for action.

Section 2: Meetings

- a. The Executive Board shall be required to hold no less than one general membership business meeting each fiscal year. Other educational meetings and number of such meetings shall be set at locations throughout Washington State at the direction of the Executive Board and Conference Planning Committee Chair(s).
- b. The Executive Board, prior to the Annual Business Meeting, shall audit the Treasurer's books and records.
- c. Order of Business Meeting - The items of business at the Annual Business Meeting shall include, but not be limited to, the following:
 - i. Call to order
 - ii. Reading of Meeting Notice
 - iii. Determination of a quorum of the Executive Board
 - iv. Approval of minutes of previous meeting(s)
 - v. Election of Officers
 - vi. Report of the President
 - vii. Treasurer's Report
 - viii. Committee Reports
 - ix. Old Business
 - x. New Business
 - xi. Announcement of the newly elected Officers for the next business year
 - xii. Good of the Order (See Appendix A)
 - xiii. Adjournment
- d. Closed Meetings - A meeting or portion of a meeting of the Executive Board may be closed to persons not serving on the Executive Board by a vote of the Executive Board with matters that are sensitive to the purpose of the Executive Board, including but not limited to budget, personnel, legal actions, and proprietary practices or materials are to be discussed. The Executive Board may invite persons who are not members of the Executive Board to attend portions, or all, of such closed meetings in an advisory capacity.

ARTICLE X – AMENDMENTS TO THE BYLAWS

Section 1: Amendments to the Bylaws

Proposed amendments must be submitted in writing to the Chapter Affairs Committee for consideration. After consideration, the Chapter Affairs Committee shall submit the final proposed amendments to the Executive Board who shall prepare a written or electronic ballot for the next general membership Annual Business Meeting or Spring Conference.

Section 2: Ratification

Any proposed amendment shall require a simple majority of the total number of votes cast 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

Good of the Order - "New business" allows generally any new question (motion). "Good of the Order" allows for specific suggestions, constructive criticism and thus to attempt in good faith to rectify wrongs. If necessary, to achieve a desired outcome, they can be proposed as main motions. This makes it unnecessary to revert to the category of new business in order to act on them.

It is important to note that no tabled, postponed, referred, defeated, or otherwise disposed of motion acted on by the body can be reintroduced under good of the order, as this would circumvent the assembly's previous action thereon.

Dates Amended:

04-19-2010

10-06-2014

04-28-2015

11-09-2021

9-26-2023