



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 technician for the benefit of the community through educational opportunities and ICC Certification.
- 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, 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 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 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. 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 general membership business 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/Legislative, Education/Certification, Membership, Newsletter, Peer, and Scholarship/Awards.

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 various 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/Legislative Committee: The Code Development/Legislative 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. This committee will also be responsible for bringing any legislative issue that may be of interest to the membership and board through news articles and website postings.
- 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 general membership business 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/Awards Committee: The Scholarship/Awards 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/Awards 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. The Scholarship/Awards Committee, 90 days prior to the general membership business meeting, shall request applications and documentation for the WSAPT Member of the Year Award. Upon receipt, forward all applications to the Executive Board for consideration, notify the award winner as directed by the Executive Board and arrange for the presentation.

Section 3: Nominating Committee

- a. At least forty-five (45) days prior to the general membership business 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, or other means, 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 general membership business 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 general membership business 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, 1st Vice President, and Recorder shall be elected on even numbered years and 2nd 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 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 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. 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.

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 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. The Treasurer shall 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 and the immediate Past President. A majority shall constitute a quorum. The Board shall refer recommendations to the general membership for action.

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 Education Committee Chair(s).

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 general membership business 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

Member Classification	Annual Dues
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
e. Honorary Lifetime Member- Has rendered outstanding and	\$-0-

meritorious services to WSAPT and ICC as a mentor, instructor and champion of the Permit Technician Profession

Note: During the 2009-2010 years the WSAPT Board and Membership on 5/8/09 voted to allow past members who now have lost their jobs with a jurisdiction to be able to obtain free registration for WSAPT seminars during the 2009-2010 years in order to keep certification and CEU requirements current. This will be offered to all persons who meet these requirements as long as they obtain a "Retired Membership" for 2009-2010. The Board may extend this offer as necessary without changes to these bylaws.

Note: For the year's 2010 and-2011, WSAPT will allow new and returning members to purchase a voting membership in the amount of \$10. This allows the member to keep their chapter status and voting ability.

The member must meet one or all of the following criteria:

- Member has been reassigned to a position that may not deal with permitting within the jurisdiction and therefore the jurisdiction will not reimburse for a membership fee;
- Member's jurisdiction cannot because of the economy pay for the membership dues and it would be a hardship for a member to pay the \$35 fee;
- Member cannot attend WSAPT sponsored training during the calendar year of 2010 and/or 2011-if member attends WSAPT training it will be at the full registration amount. This membership will not be eligible for any education voucher

This bylaws special exception may be extended or rescinded by the WSAPT Executive Board if needed.

(Approved 4/19/10 WSAPT General Membership Meeting)