

PermitTechNation

Bylaws

Bylaws for the International Code Council PermitTechNation Association.

ARTICLE I – NAME OF ASSOCIATION

1.1 This association shall be known as PermitTechNation, also known as PTN, hereinafter in these Bylaws referred to as the “Association”. The Association shall be governed by the PermitTechNation Board of Directors.

1.2 The principal office shall be located at the office of the president. The Association may have such other offices as the business of the association may require, as determined by the members.

ARTICLE II – PURPOSE AND OBJECTIVE

2.1 The Association is a nonprofit Association and is not organized for the private gain of any person. The Association is organized exclusively as an association described in Section 501(c)(3) of the Internal Revenue Code of 1986, as amended, or the corresponding provision in any future United States internal revenue law (the “Code”). Notwithstanding any other provision herein, the Association shall not engage in a regular business activity of a kind ordinarily carried on for profit and shall not carry on any other activity not permitted to be carried on by an Association exempt from federal income tax under Section 501(c)(3) of the Code. It is organized under the Nonprofit Public Benefit Association Law for public and charitable purposes.

2.2 The purpose of this Association shall be:

2.2.1 To promote the value and recognition of Permit Technicians in the arena as code professionals.

2.2.2 To promote mentoring of Permit Technicians to work towards establishing an ICC Permit Technician Association or Chapter in their respective State through an established mentoring program, promote Permit Technician Advancement and ICC Permit Technician Certification.

2.2.3 To support, organize and participate in educational seminars and training programs relating to specific needs of permit technicians in the arena of code development.

2.2.4 To be dedicated to a process of continuous improvement for the members in a professional networking atmosphere.

2.2.5 To secure a closer official and personal relationship among code professionals throughout the country.

2.2.6 To be active members of the International Code Council in the pursuit of uniformity in code interpretation, development, enforcement and administration.

2.2.7 To foster professional and personal support and to promote information networking among Associations.

2.2.8 To aide educate and assist members in the pursuit of the goals and objectives of this Association.

ARTICLE III– MEMBERSHIP

3.1 There shall be four classes of membership: Individual Membership, Chapter Membership, Corporate Membership, and Special Membership. No member or designee whom is eligible to vote shall vote more than once regardless of membership in different classes.

3.1.1 Individual Membership: Any person who is employed by/for a governmental entity and is actively engaged in the administration and enforcement of building codes and all related ordinances. An Individual Member has voting rights and can hold no more than one elected office.

3.1.2 Chapter Membership. Any Association or Chapter whose members are employed by/for a governmental entity that is actively engaged in the administration and enforcement of building codes and all related ordinances and are in good standing with the International Code Council or are seeking to become a Chapter with the International Code Council are eligible for membership. Chapter Membership shall have one voting right and hold no more than one elected office. Each Chapter Membership shall designate one member of their organization as the representative. One individual representative shall be identified on the membership application and may be changed at any time by written or email notification to the Secretary at least two weeks in advance of the Annual Business Meeting.

3.1.3 Individual Corporate Membership: Any individual who works for an organization such as an association, society, testing laboratory, institute, university, college, company, manufacturer, or corporation interested in the purpose and the objectives of PermitTechNation. Individual Corporate Membership has no voting rights and cannot hold elected office.

3.1.4 Corporate Membership: Any organization such as an association, society, testing laboratory, institute, university, college, company, manufacturer, or corporation interested in the purpose and the objectives of PermitTechNation. Corporate Membership has no voting rights and cannot hold elected office.

3.1.5 Special Membership: Any application for membership not covered by this article shall be submitted in writing and shall be considered a special case and so handled by the executive board. Special memberships may include but are not limited to Honorary Member, Retired Member and Student/Intern Member. Anyone considered under special membership has no voting rights and cannot hold office.

3.2 Application for Membership.

3.2.1 Submit a completed and signed Association application form with fees covering the current year's dues.

3.2.2 Upon receipt the Treasurer shall forward the above to the Membership Committee Chair.

3.2.3 The Membership Committee shall review said application for correctness, qualifications and criteria.

3.3 Membership Dues.

3.3.1 The annual membership dues of the Association shall be as established by resolution of the general membership.

3.3.2 Dues shall be due on January 30th each calendar year.

3.3.3 Each member of the Association will be sent a dues notice once a year by the Treasurer no later than December 1st of each year. Dues must be paid before January 30th to retain membership.

3.3.4 Any member not paying his/her dues for a period of more than one (1) year shall be reported by the Secretary to the Board of Directors for dismissal from membership of the Association.

3.3.5 The monies received shall be used to defray the expenses associated with the pursuit of the objectives as listed in Article II.

3.3.6 Members whose dues are current shall be considered in good standing.

3.4 Conduct

3.4.1 Any member of this Association, who is charged with conduct unbecoming, may result in loss of membership as voted by the Executive Board.

3.4.2 The affairs of this Association shall not be conducted for profit.

3.4.3 No member shall utilize the Association name for private gain.

3.4.3 No members, trustees, or officers shall receive any fee, salary or remuneration of any kind for their services as trustees, and/or officers, provided, however, that trustees and officers may be reimbursed for reasonable expenses incurred with approval of the membership upon presentation of vouchers.

3.5 Termination of Membership.

3.5.1 Any person may resign from the Association by giving written notice. Withdrawal or resignation from this Association shall not be deemed to waive liability for the payment of any dues or other amount owing this Association at the effective date of such withdrawal or resignation.

3.5.2 Membership is not transferable. All rights and privileges of any individual serving as an officer, trustee or other position with the Association shall be forfeited upon termination of membership.

ARTICLE IV – OFFICERS / BOARD OF DIRECTORS

4.1 Officers: The Officers of the Association shall consist of the President, Vice President, Secretary, Treasurer and Immediate Past President which shall have authority to act in such matters as are specifically delegated by the Board of Directors. The Officers of the Association shall meet at least quarterly at a date and place designated by the President and shall have authority to take such action as they deem prudent in the furtherance of the general objectives of this Association, reporting such actions to the Association at its next meeting.

4.2 Board of Directors: The Board of Directors shall consist of the President, Vice President, Secretary, Treasurer, Immediate Past President and Five (5) members at large. The property, business, and affairs of this Association shall be managed and transacted by a Board of Directors and shall meet at least quarterly at a date and place designated by the President.

4.3 Duties of President: The President shall preside at all meetings of this Association and shall appoint or replace all chairpersons and members of committees not otherwise specifically provided for herein. The President shall perform all other and such usual duties as are performed by the president of a corporation. The President shall, with the approval of the Board of Directors, have the power to appoint a corresponding secretary to assist in the performance of the President's duties.

4.4 Duties of Vice President: The Vice President shall act and perform the duties of the President during the latter's absence from any meetings of this Association or the Board of Directors, or by vote of the Board of Directors in case of disability of the President, and shall assist the President in the conduct of the office of President.

4.5 Duties of Secretary: The Secretary shall be responsible for keeping the minutes and records of meetings, maintaining correspondence, and generally performing such official duties of a Secretary of a corporation.

4.6 Duties of Treasurer: The Treasurer shall be responsible for receiving and disbursing of funds, supervising financial affairs, approving expenditures as provided by resolution of the Board of Directors, and generally performing such official duties of Treasurer of a corporation.

4.7 Duties of Immediate Past President: The Immediate Past President shall serve as Chairperson of the Nominations Committee and shall, when called upon, give advice and counsel to the Officers of the Association and Board of Directors.

4.8 Duties of the Board of Directors: The Board of Directors shall be responsible for authorizing all expenditures, have the books and accounts audited each year, or more often at its discretion, shall determine the date, time and place of the annual nomination and election meeting and shall instruct the secretary/treasurer to issue the call for such meeting, shall receive committee reports and recommendation, and shall submit to the membership at regular meetings, recommendations which it has approved, shall hold special meetings when called by the President, or by written request of five members of the Association.

4.9 A majority of the officers and directors elected shall constitute a quorum at any meeting of the Board of Directors.

4.10 The officers and the Board of Directors shall act on behalf of the Association at all times.

4.11 All officers must be Active Members or designated Association Members.

4.12 The same person may not hold more than one office.

ARTICLE V - ELECTIONS

5.1 An election meeting shall be held in conjunction with the International Code Council Annual Business Meeting, date and place of such meeting to be determined by the Board of Directors, and announced to each member by the secretary, by email, at least two weeks prior to the time of such meeting. Said announcement

should include names of all nominees with a statement that these nominations will be voted on at the election meeting. Nominees do not need to be present during the election meeting.

5.2 Officers shall be elected by a simple majority vote of the membership of this Association. A vote may be received electronically by email or other forms as approved by the President, and explained to the membership at large, prior to holding a request for vote. The membership shall be notified by email 2 weeks prior to the annual business meeting of the nominees for the designated officer positions and in the event of electronic voting, members must cast their vote five business days prior to the annual elections meeting. Election of officers will be held during the business session of the annual meeting and their term of office shall be effective immediately at the close of the annual business meeting. The Immediate Past President or Board of Director's designee shall be the chair of the nomination committee.

5.3 The President and Vice President shall be elected for the term of one year and shall not exceed two consecutive terms in office.

5.4 The Secretary and Treasurer shall be elected for a term of one year and shall be eligible to succeed themselves in office for as many successive terms as they may be re-elected to serve.

5.5 The Board of Directors shall be elected for a two-year term, with staggered expiring terms to avoid the potential of more than fifty percent of the board being newly elected in any given year. The first succession of Board of Directors positions 1 and 2 term shall be for one year and positions 3, 4 and 5 terms shall be for two years. Following two-year terms for each position.

5.5 Officers and Board of Directors shall hold office immediately following their election, or until their successors are duly elected and qualified.

5.6 In the case of vacancy of the current President, the Vice President shall assume the position of President and finish out the remainder of the term. This action would not affect the person assuming the new position's ability to run for this office for two consecutive terms.

5.7 In the case of a vacancy of the Board of Directors, the vacancy shall be filled by a majority vote of the Board of Directors until the next annual meeting.

5.8 In the case of a vacancy of any other Officer of the Association, the vacancy shall be filled by a majority vote of the Board of Directors until the next annual meeting.

5.9 No more than 2 people per state shall serve at the same time as an Officer or Board of Directors unless there is a vacancy that no one is willing to fill and/or no other nominations are put forward.

ARTICLE VI - VOTING

6.1 Each member present, that has the right to vote at a meeting of members, shall be entitled to one vote.

6.2 Members absent, that have the right to vote at a meeting of the members, shall be entitled to one electronic vote sent to the Secretary at least 5 days prior to the time of such meeting.

6.3 No member may vote by proxy or absentee ballot.

6.4 Upon motion duly made, seconded, and voted by a majority of members present and voting, the vote upon any question or election shall be cast by ballot.

6.5 Any eligible member may waive their right to vote on any matter.

6.6 To vote in any election, or to be elected to office, a person must become a member of the organization at least thirty (30) days preceding the elections.

ARTICLE VII - MEETING

7.1 The Annual Meeting of the members shall be held in conjunction with the International Code Council Annual Business Meeting.

7.2 Purposes for which an annual meeting is to be held, additional to those prescribed by law, and by these bylaws, may be specified by the President, or by one or more members who are entitled to vote at the meeting.

7.3 If such annual meeting is canceled on the day scheduled, a special meeting of the members may be held in place of, and any business transacted or elections held at such special meeting shall have the same effect as if transacted or held at the annual meeting, and in such case, all references in these bylaws shall be deemed to refer to such special meeting. Any such special meeting shall be called, and the purposes shall be specified in the call.

7.4 Election of Officers shall be held at the Annual Meeting.

7.5 The Association shall hold regular meetings or special meetings in person or by conference call at such time and place as selected by the President. One meeting shall be the annual meeting at which time the Officers shall be elected.

7.6 Special meetings of the Association may be called at any time by the President or by an Officer with approval of two-thirds of the Officers.

7.7 The President shall call a special meeting upon the receipt of a valid request, specifying the purpose of the special meeting and bearing the names, and titles, of twenty percent of the Associations Members.

7.8 The order of business at all meetings of the body shall follow Robert's Rules of Order. Electronic means of communication and balloting are acceptable to conduct business of the association.

7.9 Quorum: At any meeting of the members, a quorum for the election of any officer must be present. Any meeting may be adjourned from time to time by a majority of the votes properly cast upon the question, whether or not a quorum is present, and the meeting may be held as adjourned without further notice. When a quorum for an election is present at any meeting, a plurality of the votes properly cast for any office shall elect to such office, except where a larger vote is required by law or by these bylaws. When a quorum for the consideration of a question is present at any meeting, a majority of the votes properly cast upon the question shall decide the question except in any case where a larger vote is required by law or by these bylaws.

ARTICLE VIII- COMMITTEES

8.1 There shall be the following standing committees appointed by the President:

8.1.1 Membership Committee: This committee shall create, prepare and maintain membership information for current, new and prospective members. They shall provide an up-to-date list of eligible voting members at each general membership meeting and endeavor to have all eligible code officials and code administrators and appropriate members become members of this Association.

8.1.2 The Finance and Auditing Committee: This committee shall consist of three (3) persons and shall be appointed on the first day of the annual meeting for a period of one year. This committee shall audit the books of the Association during each annual meeting as submitted by the Treasurer. A written report of the audit shall be made a matter of record and signed by all committee members.

8.1.3 Education Committee: This committee shall conceptualize, develop and maintain all materials and programs necessary to initiate and carry on any manner of education, training, or intellectual endeavor intended to facilitate certification and training for the membership. Schedule and arrange instructors and speakers for certification training classes and educational opportunities.

8.1.4 By-Laws Committee: The By-laws Committee shall be responsible for
The Bylaws Committee shall review all proposed changes to the bylaws for action by the board.

8.1.5 Nominating Committee: The nominating committee shall be chaired by the immediate past president.

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 two 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, Vice-President, Treasurer, and Secretary.

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.

8.1.6 The President shall appoint such other committees, or ad hoc committees, as he or she deems necessary, or as directed by the Board of Directors. Said committees, upon appointment, shall be given a specific charge and a specific function to perform.

ARTICLE IX - ASSOCIATION ACTIVITIES

9.1 The Association shall not directly or indirectly sponsor legislation or proposals pertaining to general jurisdiction policy. All proposals on such matters shall take the form of recommendations to the Executive Committee.

9.2 It shall be the right of this Association to communicate with any person or organization in pursuit of its objectives on matters that are not in direct conflict with Section 1.

ARTICLE X - CODE OF ETHICS

10.1 A member of the Association shall:

10.1.1 Place public safety above all other interests.

10.1.2 Place public interest above individual, group or special interest and shall consider their profession as an opportunity to serve society.

10.1.3 Maintain the highest standards of integrity.

10.1.4 Treat all persons courteously and fairly.

10.1.5 Conduct themselves at all times in such a manner as to create respect for themselves and their jurisdiction they represent and the Association.

10.1.6 Refrain from the use of their position to secure advantage or favor for themselves, their family or their friends.

10.1.7 Refrain from representing any private interest in business or technical affairs of the organization.

10.1.8 Refrain from using unfair means to secure an advantage in the organization or to knowingly injure any individual, company or association to gain such advantage.

10.1.9 Not accept, nor offer, any gift, favor or service that might tend to influence them in the discharge of their duties.

10.1.10 Carry on their contacts with other members of the organization in a spirit of fairness with loyalty and fidelity to the aims and purposes of the Association.

10.1.11 It shall be unacceptable for any member of this Association to conduct site inspections for building or zoning code compliance, for private interests within another member's jurisdiction.

10.2 Any violation of the above sections may be brought to the attention of the Board of Directors. After an investigation of the complaint the Board of Directors may recommend to the general membership expulsion from this Association. Expulsion to be determined by majority vote at the next regularly scheduled meeting. A member expelled from this Association will no longer be a voting member, nor be allowed to participate in any Association sponsored activity. An individual expelled from this Association shall not be allowed to rejoin this Association for a period of twelve months from the expulsion, and until the general membership votes to approve the reinstatement.

ARTICLE XI- EXECUTION OF PAPERS

11.1 Except as the Executive Committee may generally or in particular cases authorize the execution thereof in some other manner, all deeds, releases, transfers, contracts, bonds, notes, checks, drafts, and other obligations made, accepted, or endorsed by the Association shall be signed by the President and Treasurer.

ARTICLE XII - DISSOLUTION

12.1 The Association may be dissolved only by action of the Board of Directors of the Association. Action may be initiated by the Board of Directors or in response to a petition from the membership. A petition for the dissolution shall be made only at an annual meeting by a majority vote of the voting members present. No proposition for dissolution shall be acted upon unless written notice thereof has been given to the Secretary at least sixty (60) days prior to the meeting. A copy or summary of such proposition shall be sent to every member of PermitTechNation at least thirty (30) days before the date of the next annual meeting in which the petition is to be voted upon. No action shall be taken by the Board of Directors on their own initiative to dissolve the Association without notice thereof being sent to every member of the Association at least thirty (30) days before the date of the next annual meeting at which such proposal of the Board of Directors shall be discussed and the recommendations of the Association formulated.

ARTICLE XII - DISBURSEMENT OF FUNDS

13.1 In the event this Association is disbanded and/or dissolved, all monies remaining in the treasury, after remaining bills are paid, shall be contributed to an International Code Council Chapter as voted by a majority of the voting membership.

ARTICLE XIV - PROPERTY AND TRUST

14.1 Any real property which may be obtained by the Association, and savings accounts, bonds, or like investments, and all property given to or held by it in trust for purposes of the Association shall be controlled and managed by the Executive Committee.

ARTICLE XV - AMENDMENTS

15.1 Amendments to the constitution and bylaws may be proposed by the Executive Committee or by written petition by twenty (20) percent of the voting membership.

15.2 These Bylaws may be altered, amended or repealed at any legal meeting of the members entitled to vote at which a quorum is present by a vote representing a majority of the members present and voting; provided notice is given in the call for the meeting that an alteration, amendment or repeal of the Bylaws will be proposed.

15.3 Properly edited proposals must be brought before the General Membership during the next Regular Meeting for a first reading during the report of the bylaws committee. There shall be sufficient written copies for review by all members in attendance. The proposed amendment will be open to discussion by the General Membership during New Business of this same meeting. The proposal will be ratified (with revision, if any) or stricken entirely by majority vote.

15.3.1 The Secretary will post to all members in good standing, at least twenty days prior to the next regular meeting a copy of the ratified proposal and notice that same will be on the agenda for second reading and final vote.

15.3.2 The final vote shall require a two thirds (2/3) majority of voting members present for adoption. The amendment shall then become effective immediately upon its approval.

15.3.3 Revisions. The date of revision of any amendments shall appear in the lower left hand corner of the page which is affected and a vertical bar shall appear in the outboard margin showing the location of said change. The last page of these bylaws shall contain a chronological list of all changes and their date of adoption.

Kasia A. Lynn
President

3/18/2019
Date

Michele Miller
Vice-President

4/25/2019
Date

Tamara Hagerman X

4/25/2019

Secretary

Date

Brenda L. ...
Treasurer

4/26/19
Date

REVISIONS:

October 29, 2015 Include individual corporate membership category

February 20, 2019 Correction to subsection 5.5 to include the 5th BOD position in the staggering of terms.