

Iowa Permit Technicians Association (IPTA)

A Chapter of the International Code Council (ICC)

Article I

Name

The name of this association shall be Iowa Permit Technicians Association (IPTA).

Article II

Purpose and Objectives

Section 1 – Purpose

The name of this association shall be Iowa Permit Technicians Association (IPTA). The goal of the Iowa Permit Technicians Association is to provide, promote, and support education, networking, professionalism, certification, and recognition of its membership.

Section 2 – Objectives

This association is organized ...

- A. To support and to participate in educational seminars and training programs relating to permitting procedures and practices and to the administration and to the enforcement of applicable regulations.
- B. To support Building Permit Technician Certification programs and efforts to standardize the qualifications and the professionalism of careers related to administration of building, land use, and development regulations.
- C. To promote the value and the recognition of permit technicians and to secure a proper place in the administrative organization.
- D. To apply the distinctive knowledge and skills of permit technicians for the benefit of the community and for the public welfare.
- E. To do all such things as are incidental to or desirable for the attainment of the above objectives.
- F. To conduct all business and activities in accordance with time-honored standard and accepted democratic principles including equity, openness, participation, and transparency.

Article III

Membership and Dues

Section 1 – Membership

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

Section 2 – Membership Categories

Membership categories must conform to the requirements of Article III, Section 1, above, and shall be described in the Membership Application.

Section 3 – Membership Period

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

Section 4 – Membership Dues

Annual membership dues of the Association shall be reviewed at the annual business meeting and shall be established by a simple majority vote of the members in attendance. Membership dues shall be detailed in the Membership Application.

- A. Dues shall be due and payable prior to January 31. Dues not paid within three (3) months of the due date are delinquent.
- B. Members delinquent in payment may be suspended by action of the Executive Board and may be reinstated only by favorable action of the Executive Board.

Article IV Meetings

Section 1 – Regular Meetings

There shall be four regular meetings of the Association per year, including the Annual Meeting. Non-members may attend the regular meetings of the Association and pay a fee as established by the Executive Board. Nonmembers have no voting rights at the regular meetings. These regular meetings may be conducted electronically, except for the Annual Meeting. Notice of meetings shall be made electronically using email and/or social media.

Section 2 – Annual Meetings

The annual meeting of the Association shall be held once a year. At the annual meeting, officers shall be elected, committees shall be appointed, and any proposed changes to the bylaws shall be brought to a vote. The annual meeting may also include items of business as determined by the President in consultation with the Executive Board. A minimum of thirty (30) calendar days' notice of the time and location of the annual meeting shall be provided to the membership. Non-members may attend the annual meeting of the Association and pay a fee as established by the Executive Board. Non-members have no voting rights at the annual meeting.

Section 3 – Annual Education

There shall be at least one educational offering each year. The education may be an ICC sponsored event. The education may be held in conjunction or co-sponsored with another appropriate organization.

Section 4 – Special Meetings

Special meetings, which may be held electronically, may be called by the President or by a majority request of the Executive Board. A minimum of ten (10) working days' notice of the time and location shall be provided to the membership.

Article V

Nominating and Voting

Section 1 – Nominations

Nominations for officers may be made at any time between the meeting prior to the annual business meeting and up to one (1) week before the annual business meeting and should be submitted to the secretary of IPTA for placement on the official ballot. A write-in option will be allowed on the ballot.

Section 2 – Voting

- A. Each Governmental Member shall have two (2) or four (4) designated voting members in accordance with the population of the jurisdiction and the designations of the Dues Schedule. A Governmental Member shall, when admitted to membership, designate the individual(s) that may act as representative(s) for the purpose of voting, for other participatory activities, and for committee membership. These rights are not transferable.
- B. An Agency, Corporate, or Special Member shall have one (1) vote and one (1) vote only. An Agency, Corporate, or Special Member shall, when admitted to membership, designate the individual who is to act as its representative for the purpose of voting, for other participatory activities, and for committee membership. These rights are not transferable
- C. A Courtesy Member shall have no voting rights.
- D. 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.
- E. To vote in any election, or to be elected to office, a person must have become a member of the organization at least thirty (30) days preceding the election.
- F. A quorum for a valid vote shall be a simple majority of those eligible members in attendance, for all business.

Section 3 – Balloting and Election Results Committee

- A. Election of officers and revisions of bylaws shall be conducted by written ballot. Results are determined by a simple majority of ballots received.
- B. The President shall announce the results of all balloting and shall declare all elections.
- C. Formal notification of each election's results shall be prepared by the Secretary and mailed or electronically mailed to each member.

Article VI

Standing Committees and Voting

Section 1 – Standing Committees

The following standing committees shall be established:

- A. Education Committee;
- B. Bylaws Committee;
- C. Communications Committee; and
- D. Membership Committee.

Section 2 – General

There shall be a designated chair for each committee. The Committee Chair or designee will report on the committee's activities to the general membership at each business meeting. All committee minutes shall be forwarded to the Executive Board.

Section 3 – Education Committee

The Education Committee shall plan all educational components for, but not limited to, IPTA meetings and annual educational offerings, and shall, as appropriate, assign a committee member to state organizations offering training opportunities, the ICC Upper Great Plains Region III Educational Institute planning committee, and other positions as they should arise. All Chair designees shall serve as IPTA liaisons and report the same at IPTA meetings. The Education Committee and any Education Sub-Committees shall meet as needed to plan educational offerings.

Section 4 – Bylaws Committee

The Bylaws Committee shall annually review the bylaws and present any recommendations for changes to the Executive Board for consideration at the Annual Meeting by vote of the membership.

Section 5 – Communications Committee

The Communications Committee is responsible for compiling material from the Secretary and/or other requests as directed by the Executive Board. The Communications Committee shall review, monitor, and update any official IPTA Website and social media outlets officially branded as IPTA.

Section 6 – Membership Committee

The Membership Committee shall create, update, and maintain membership lists, and be responsible for meeting sign-in sheets and meeting name tags. The Membership Committee, together with the Executive Board, is responsible for updating the Membership Application and the Dues Schedule as necessary. The Membership Committee, together with the Executive Board, periodically recommends, plans, designs, approves, purchases, stores, and distributes promotional items.

Article VII

Parliamentary Authority and Rules of Order Committees

Parliamentary authority for the Association shall be Roberts Rules of Order, Revised, Latest Edition, insofar as such rules of order will not conflict with these bylaws adopted by the organization.

Article VIII

Officers and Their Election

Section 1 –General

The officers of the Association shall be a President, a Vice-President, a Secretary, and a Treasurer. The officer positions of Secretary and Treasurer may be combined into one position. Any member, in good standing with the Association, shall be eligible for any office. The officers shall be elected to a one (1)

year term of office by the membership at the Association's annual business meeting (ABM). Officers shall serve until the next annual meeting and election, or until their successors are appointed by the President to serve an unexpired term.

Section 2 – Vacancy

In the event a vacancy is created in the Office of the President, the Vice-President shall immediately vacate her/his office and assume the Office of the President; the Secretary shall immediately vacate her/his office and assume the Office of the Vice-President, and at which time the Executive Board shall have the power to fill any vacated office with an interim appointee until a regular election is held. In the event a vacancy is created by any other officer of the Executive Board, the Executive Board shall have the authority to fill the vacancy until a regular election can be held.

Article IX

Duties of Officers

Section 1 – General

- A. Upon assuming office, the officers shall be empowered to honor expenditures that have been provided for in the approved budget. Proposed expenses that exceed the annual budgeted amount must be approved by the membership. All books, funds, and supplies belonging to the Association shall be relinquished to the new officers by the retiring officers immediately upon leaving office.
- B. Financial matters, that are not standard, budgeted items, and binding agreements shall require two (2) signatures; only elected officers or a presidential designee 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.

Section 2 – President

The President shall preside at all meetings. With the approval of the Executive Board, the President shall make appointments for a term of one (1) year to positions and committees. The President shall be ex-officio, voting member of all standing committees and of any ad hoc committees except the nominating committee. The President, or President's designee, shall sign all binding agreements, and disseminate and communicate all information received that is pertinent to the organization. The headquarters of the organization shall be the office of the President.

Section 3 – Vice President

The 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 the President, the Vice-President shall temporarily assume the duties until the vacancy is filled.

Section 4 – Secretary

The Secretary shall keep a complete record of all proceedings of the organization and shall be the recording officer and the custodian of the records. The Secretary, together with the Membership Committee and the Communications Committee, shall be responsible for maintaining the organization's

database of all members and non-members, and for mailings or electronically mailing the agendas, minutes, newsletter, and other correspondence to members. She/he shall keep readily available at all meetings such records as the Book of Minutes, a certified copy of the bylaws, the roster of membership, a complete list of any standings of special committees, any current correspondence, and other records as necessary.

Section 5 – Treasurer

The Treasurer shall present the budget to the membership at the annual meeting, keep accurate records at all times, receive monies, issue receipts, and deposit money promptly in an authorized account. All collections and expenditures for the Association shall be checked and signed by the Treasurer. The Treasurer's books and records shall be audited each year by the Executive Board. The Treasurer shall present a written financial statement at each regular meeting and at such other times as required by the President, and provide all financial records if requested by the President or by the Vice-President.

Section 6 – Past President

The Past President shall serve as a consultant to the new officers. The Past President shall remain on the Executive Board for a term of one (1) year.

Section 7 – Concurrent Officers

No person shall hold more than one (1) elective office at any one time unless otherwise addressed in the bylaws.

Article X

Executive Board

Section 1 – Membership and Meetings

The Executive Board shall consist of the current officers, the Past President (per Article IX, Section 6), and a non-voting, ex-officio representative from each of the standing committees. The Executive Board shall meet as necessary and as called by the President in a location as determined by the President.

Section 2 – Duties and Authority

The Executive Board shall conduct routine business as required outside of regular meetings. A simple majority shall constitute a quorum. The Board shall refer recommendations to the general membership for action.

Section 3 – Disbursement of Funds Authority

In the event that IPTA is disbanded and/or dissolved, the Executive Board shall refer all remaining monies in the treasury, after remaining bills are paid, to a successor permit technicians association registered with the International Code Council, as voted by a majority of the voting membership.

Article XI
Amendments to the Bylaws

Section 1

The Bylaws Committee may propose amendments of these Bylaws. Proposals shall be transmitted to the Executive Board, which shall prepare a written ballot for the next annual meeting.

Section 2

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