



Iowa Permit Technicians Association (IPTA)

A Chapter of the International Code Council (ICC)

Article I

Name, Goal, and Objectives

Section 1. NAME The name of this association shall be Iowa Permit Technicians Association (IPTA), where elsewhere in these bylaws the term “IPTA” or “the Association” may be substituted for the full name.

Section 2. GOAL: The goal of the Iowa Permit Technicians Association is to provide, promote, and support education, networking, professionalism, certification, and recognition of its membership.

Section 3. OBJECTIVES: The objectives of the Iowa Permit Technicians Association are:

- (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 standards and accepted democratic principles including equity, openness, participation, and transparency.

Article II

Composition, Membership Categories, and Dues

Section 1. COMPOSITION: The membership is governed by the Board of Directors, comprised of the President, Vice President, Treasurer, Secretary, and Past President. The Executive Board is comprised of the Board of Directors, plus the Past President and a non-voting, ex-officio representative from each of the standing committees. 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, those interested in or allied with building construction, land use, and other related areas, and those who support the goals and objectives of IPTA. All memberships shall be subject to the classification by and approval of IPTA’s Board of Directors. All members shall be entitled to participate in meetings and discussions.

Section 2. MEMBERSHIP CATEGORIES: Membership categories must conform to the requirements of Article II, Section 1 above. Members shall be limited to Active Members, Associate Members, Retired Members, and Honorary Members and shall be classified as follows:

(a.) Active Members. Active members shall be designated by each participating jurisdiction and shall be selected as follows:

(1.) Class A: The Appointed Designee is the primary active member for a city, county, or state building department that has adopted a building code. These members are allowed to vote at the Annual Meeting, are eligible to chair a standing committee, and may be elected to office.

(2.) Class B: Any additional Building Department personnel, other than the Appointed Designee, who are employed by a government jurisdiction that enforces building codes. These members are allowed to vote at the Annual Meeting, are eligible to chair a standing committee, and may be elected to office.

(b.) Associate Members. Representatives from industry and other persons interested in or allied with building construction. Associate Members shall not be allowed to participate in voting at the Annual Meeting, chair a standing committee, or be elected to office.

(c.) Retired Members. Those from any classification who have retired from active service but wish to maintain their association with, and participation in, the affairs of IPTA. Retired Members shall not be allowed to participate in voting at the Annual Meeting, chair a standing committee, or be elected to office.

(d.) Honorary Members. Election to Honorary Membership shall be in recognition of exemplary service and outstanding contributions to IPTA. Honorary Members are nominated and elected to this class of membership by the IPTA membership at any Annual Meeting. Honorary Members shall not be allowed to participate in voting at the Annual Meeting, chair a standing committee, or be elected to office.

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 Meeting and shall be established by a simple majority vote of the members in attendance. The monies received shall be used to defray the expenses associated with the pursuit of the objectives as listed in Article I. Membership dues shall be detailed in the Membership Application in the following categories: Class A, Class B, Associate, Retired, and Honorary Members.

(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 Board of Directors and may be reinstated only by favorable action of the Board of Directors.

(c.) There shall be no membership dues required of an Honorary Member or a Retired Member.

(d.) There shall be no membership dues required of Chapter Officers.

(e.) Where a membership is included with the registration fee for the Annual Meeting and associated training offering, the membership is for the next calendar year beginning January 1.

Section 5. – TERMINATION OF MEMBERSHIP: Any person may resign from the IPTA by giving written notice. Withdrawal or resignation from the IPTA shall not be deemed to waive liability for the payment of any dues or other amount owing the IPTA at the effective date of such withdrawal or resignation.

Section 6. –TRANSFER OF MEMBERSHIP: Membership is transferable within a jurisdiction. If an employee with a membership in good standing is no longer employed within the jurisdiction, the membership may be transferred to the employee who is filling that position or its equivalent within the jurisdiction. A written request to the Board Secretary is required for transfer of membership.

Section 7. – CONDUCT: Conduct of all members is to be aligned with the goals and objectives of the Association.

(a.) Any member of the IPTA who is charged with conduct unbecoming may result in loss of membership as voted by the Board of Directors.

(b.) The affairs of the IPTA shall not be conducted for profit. No member shall utilize the IPTA name for private gain.

(c.) Neither members, trustees, nor 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 Board of Directors upon presentation of receipts.

Article III Meetings

Section 1. REGULAR MEETINGS: Meetings shall be devoted to the theory, promotion, and practice of the principals of Permit Technicians, and the standards, purposes, and objectives of the Association.

(a.) There shall be a minimum of four regular meetings of the Association per year, including the Annual Meeting. These regular meetings may be conducted online via video and audio conferencing, except for the Annual Meeting, which shall be conducted in-person.

(b.) Board of Directors shall attend a minimum of 75% of the board meetings each year to hold their position.

(c.) Notice of meetings shall be posted on the IPTA website and made electronically using email and/or social media.

Exception: The President may cancel a meeting or change a meeting date for justifiable cause upon timely notification of all members and guests.

(d.) The Secretary shall keep complete records of all proceedings and actions that transpire at all regular or special meetings and shall post the minutes on the IPTA website.

Section 2. SPECIAL MEETINGS: Special meetings, which may be held online via video and audio conferencing, may be called by the President or by a majority request of the Executive Board. When possible, a minimum of seven (7) working days' notice of the time and location shall be posted on the IPTA website and made electronically using email and/or social media.

(a.) Assent in Lieu of Members Meeting: Any action required or permitted to be taken at any meeting of the members may be taken without a meeting if all members entitled to vote on the matter assent to the action by a writing filed with the records of the meeting of members. Such assent shall be treated for all purposes as a vote at a meeting. Record of the meeting shall be posted on the IPTA website.

Section 3. ANNUAL MEETING: The Annual Meeting of the Association shall be held in-person once a year. At the Annual Meeting:

- (a.) Officers shall be elected by the membership.
- (b) Annual membership dues shall be reviewed and approved by the membership.
- (c) The previous year's Annual Meeting minutes shall be approved by the membership.
- (d) The budget shall be presented to and approved by the membership.
- (e) Any proposed changes to the bylaws shall be brought to a vote by the membership.
- (f) Any Honorary Members nominated shall be approved by the membership.
- (g) Committees shall be appointed by the President.

The Annual Meeting may also include other items of business as determined by the President in consultation with the Executive Board.

(h.) A minimum of thirty (30) calendar days' notice of the time and location of the Annual Meeting shall be provided to the membership.

(i.) Non-members may attend the Annual Meeting of the Association if they register as an attendee and pay the registration fee as established by the Executive Board. Non-members have no voting rights at the Annual Meeting.

(j.) No registration fee for the Annual Meeting and associated educational offering shall be collected from members serving as President, Vice President, Treasurer, Secretary, or Past President.

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 with or co-sponsored by another appropriate organization.

Article IV Standing Committees

Section 1. STANDING COMMITTEES: The President shall appoint committees commensurate with the needs of the Chapter and require timely action and reports by same. Committees shall include but not be limited to: Education Committee, Bylaws Committee, Communications Committee, and Membership Committee. 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 Annual Meeting. All committee minutes shall be forwarded to the Executive Board.

(a.) Education Committee: The Education Committee and any Education Sub-Committee shall meet as needed to plan all educational components for IPTA meetings and annual educational offerings. They

shall schedule and arrange instructors and speakers for certification training classes and educational opportunities and verify CEU credits, 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/or other positions as they should arise. All Chair designees shall serve as IPTA liaisons and report the same at IPTA meetings.

(b.) 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.

(c.) 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. They shall design and post/distribute materials as requested by the Executive Board, including flyers, blog posts, events calendars, newsletters, and other unique communications needs.

(d.) Membership Committee: The Membership Committee shall create, update, and maintain membership information for past, current, new, and prospective members. They shall provide an up-to-date list of eligible voting members at each Annual Meeting 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. They shall assist the Executive Board with notification of dues and new memberships. The Membership Committee, together with the Executive Board, periodically recommends, plans, designs, approves, purchases, stores, and distributes promotional items.

Article V

Parliamentary Authority and Rules of Order

Section 1. PARLIAMENTARY AUTHORITY AND RULES OF ORDER: 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 Association.

Article VI

Board of Directors and Vacancy

Section 1. BOARD OF DIRECTORS: The officers of the Association comprise the Board of Directors and shall be the President, the Vice President, the Secretary, and the Treasurer, and the Past President. Officers shall be elected at the Annual Meeting and shall take office at the close of said meeting. Any Class A or Class B member in good standing with the Association shall be eligible for any office.

(a) The officers shall be elected to a one (1) year term of office by the membership at the Annual Meeting. Officers shall serve until the next Annual Meeting and election, or until their successors are appointed by the President to serve an unexpired term. All officers may succeed themselves for consecutive terms in any office as outlined in Article VII.

(b.) The Board of Directors, except as the Bylaws otherwise provide, may authorize any officer or agent to enter into any contract or execute any instrument in the name of or on behalf of IPTA and such authority may be general or confined to specific instances. Unless so authorized by the Board of

Directors, no officer, agent, member, or employee shall have any power or authority to bind the Chapter by any contract or agreement or to pledge its credit or render it liable for any purpose or to any amount.

(c) A majority of the board of Directors shall be deemed a quorum for conducting business for the Chapter.

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

Section 2. VACANCY: In the event a vacancy is created in the Office of the President:

(a.) The Vice President shall immediately vacate her/his office and assume the Office of the President.

(b.) The Treasurer shall immediately vacate her/his office and assume the Office of the Vice President.

(c.) The Secretary shall immediately vacate her/his office and assume the Office of the Treasurer, at which time the Executive Board shall have the power to fill the Office of the Secretary.

(d.) A vacancy in the offices of the Vice President, Treasurer, or Secretary shall follow the Order of Succession found in Article VI Section 1 and in this section, until the next election.

Article VII

Succession, Nominations, and Voting

Section 1. SUCCESSION: It is the desire of IPTA that its leadership remain consistent and grow with the Association, serving a term in each position, if possible, to create a cohesive and effective team, utilizing knowledge of the Association's history to help implement the short-term goals and long-term vision of IPTA. The order of succession of the Board of Directors is established as follows:

(a.) A member in good standing becomes the Board Secretary

(b.) The Board Secretary becomes the Board Treasurer

(c.) The Board Treasurer becomes the Board Vice President

(d.) The Board Vice President becomes the Board President

(e.) The Board President becomes the Board Past President

Section 2. NOMINATIONS: Succession notwithstanding, nominations for officers may be made at any time between thirty (30) days prior to the Annual Meeting and up to seven (7) days before the Annual Meeting and should be submitted to the Board Secretary for placement on the official slate of nominees.

Section 3. VOTING:

(a.) At the Annual Meeting, each Active Member shall be entitled to one vote on all legislative matters, except that each jurisdiction shall be limited to the casting of no more than fifteen percent (15%) of the total votes cast on any one question or matter. No member may vote by proxy or absentee ballot.

(b.) At the Annual Meeting, an Associate Member, if an agency or corporation, shall have one (1) vote and one (1) vote only. This Associate 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.) At general and special meetings, all members shall be entitled to participate in meetings and discussions. Only the Board of Directors shall be entitled to make and second motions and to vote.

(d.) On committees, all committee members shall be entitled to second motions and to vote on behalf of the committee.

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

(f.) A quorum for a valid vote shall be a simple majority of those eligible voting members in attendance, for all business.

(g.) Any eligible voting member may waive their right to vote on any matter.

Section 4. ELECTION RESULTS: Election of officers and voting on bylaws amendments, Treasurer's Report, the Dues Schedule, and any other business as determined by the Board of Directors shall be conducted at the Annual Meeting. Results are determined by a simple majority.

(a.) The President shall announce the results of all voting and shall declare all elections.

(b.) Formal notification of each election's results shall be prepared by the Secretary and emailed to each member, as well as posted on the Association's website and/or social media.

Article VIII Duties of Officers

Section 1. GENERAL: All officers shall work together to provide interesting and productive meetings for the Chapter membership. They shall strive in every way toward the preservation, perpetuation, and improvement of the Chapter and its goals.

(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.) An office shall be declared vacant if an officer is absent three (3) consecutive meetings, unless previously excused by the President or presiding officer.

Section 2. PRESIDENT:

(a.) The President shall preside at all meetings. The President shall arrange for the Vice President to officiate at those meetings from which the President will be absent.

(b.) 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 an ex-officio, voting member of all standing committees and of any ad hoc committees.

(c.) The President, or President's designee, shall sign all binding agreements and disseminate and communicate all information received that is pertinent to the Association. The headquarters of the Association shall be the office of the President.

(d.) The President shall submit the Association's Annual Report to the International Code Council every year to ensure receipt of chapter benefits.

Section 3. VICE PRESIDENT:

(a.) The Vice President shall assist the President when called upon and become familiar with the duties of the higher office. The Vice President shall perform the duties of the President in the absence or inability of that officer to serve.

(b.) In case of a vacancy in the Office of the President, the Vice President shall temporarily assume the duties of the President until the next election.

Section 4. TREASURER:

(a.) 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.

(b.) The Treasurer shall reimburse members of the Executive Board for any approved expenses incurred and keep a record of such transactions.

(c.) The Treasurer's books and records shall be audited each year by the Executive Board.

(d.) 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.

(e.) In case of a vacancy in the Office of the Vice President, the Treasurer shall temporarily assume the duties of the Vice President until the next election.

(f.) The Treasurer shall update the Association's information with the Secretary of State, including the updating of officers, submission of Biennial Report for an Iowa Nonprofit Corporation, any required registered office/agent changes, and any other requirement to keep the Association in active status.

Section 5. SECRETARY:

(a.) The Secretary shall keep a complete record of all proceedings of the Association and shall be the recording officer and the custodian of the records.

(b.) The Secretary, together with the Membership Committee, shall be responsible for maintaining the Association's database of all members and non-members.

(c.) With the assistance of the President, she/he shall issue a detailed agenda for the next meeting and post it to the IPTA website and email it to the membership.

(d.) The Secretary, together with the Communications Committee, shall be responsible for emailing and posting to the website the agendas, minutes, newsletter, and other correspondence to members.

(e.) The Secretary 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.

(f.) In case of a vacancy in the Office of the Treasurer, the Secretary shall temporarily assume the duties of the Treasurer until the next election.

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

Article IX Executive Board

Section 1. MEMBERSHIP AND MEETINGS: The Executive Board shall consist of the current officers, the Past President (per Article VIII, 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 of Directors shall refer the recommendations of the Executive Board to the general membership for action.

Article X Amendments to the Bylaws

Section 1. PROPOSALS: The Bylaws Committee may propose amendments to these Bylaws. Proposals shall be transmitted to the Executive Board.

(a.) A copy of the proposed amendments shall be furnished to all Active Members at least fourteen days before the Annual Meeting.

Section 2. VOTES: Amendments shall be voted on at the next Annual Meeting. Any proposed amendment shall require a simple majority vote for adoption.

(a.) Each newly adopted amendment shall become effective immediately after approval by the membership and the International Code Council.

(b.) Amendments shall be submitted to the International Code Council by the President with the submission of the next Annual Report.

SUMMARY OF CHANGES 2024

The original 2019 IPTA Bylaws were compared to those of other established organizations, including Iowa Association of Building Officials (IABO) and Oregon Permit Technician's Association (OPTA). The 2019 IPTA Bylaws did not accurately reflect how IPTA operates, and there were many standard operating procedures that were not addressed, including rules of succession and the need for a quorum to conduct business. Using IABO's and OPTA's Bylaws as a guide, amendments were drafted and proposed to the Membership 10/25/24 for review and were approved by the Membership at the Annual Meeting 11/14/24. Changes include:

1. Articles, headings, and numbering were reordered to make the document more cohesive and orderly.
2. A more thorough explanation of the composition of the Board and the rules of membership was included.
3. Previously, membership categories were not described in the Bylaws, which only referenced them as being in a membership application. Descriptions were added. New membership categories were also added, based upon approval by the membership at the 11/14/24 Annual Meeting.
4. The standard operating procedures for meetings was updated, including regular, special, and annual meeting protocol.
5. Details were added to the Committees section to update responsibilities.
6. The Board of Directors section was updated to include needing a quorum for conducting business and granting authority to authorize any officer or agent to conduct business on behalf of the IPTA, with limits on that authority.
7. The Rules of Succession were updated based upon the membership vote 11/14/24. Vacancy procedures were also updated to reflect the Rules of Succession.
8. Voting procedures were updated, omitting inapplicable info (such as a section about Courtesy Members, which isn't defined, and paper balloting.)
9. Duties of Officers were updated to include new responsibilities and the Rules of Succession.
10. Amendments to the Bylaws section was updated to reflect when the Bylaws are voted on and when they take effect.