

**ARTICLE I
NAME**

The name of this chapter shall be "NORTH CENTRAL TEXAS PERMIT TECH CHAPTER" (hereinafter referred to as "NCTPTC").

**ARTICLE II
PURPOSE**

This association is dedicated to:

- a) The support and advancement of professionals engaged in the practice, administration, and enforcement of municipal permitting procedures. *(Revised 091305)*
- b) Advance the standardization of this profession and engage in the administration of building, land use, and development regulations through a certification program. *(Revised 091305)*
- c) Promote the value and recognition of permit technicians, provide sufficient qualified personnel, establish minimum standards, and secure appropriate recognition and the proper place in the administrative organization. *(Revised 091305)*
- d) Apply the distinctive knowledge and skills of the permit technicians for the benefit of the community and the public. *(Revised 091305)*

**ARTICLE III
MEMBERSHIP/DUES**

Section 1- Membership

- a) Membership shall consist of active members who are involved with the administration of building, land use, and other related development codes for any political subdivision or municipality. *(Revised 091305)*

Section 2- Membership Classes

- a) Active Membership: An active member of the organization must be employed by a political subdivision or municipality. An active member may retain this membership class when changing jobs if they are still employed by a political subdivision or municipality. *(Revised 091305)*
- b) Active Agency Membership: An active agency membership must be a government agency in the administration of building, land use, or other related development codes of any political subdivision or municipality. *(Revised 091305)*
- c) Special Memberships: Any other application for membership not covered by this article shall be considered a special case member with a non-voting status.
- d) Co-Founders of NCTPTC: Jill Watson and Beverly Huntsman, as co-founders of this chapter, shall not be assessed membership dues. *(Revised 091305)*

Section 3 -Term

- a) Annual membership for all classes of members shall be based on a calendar year term: January 1 through December 31. Membership invoice for that calendar year will be sent out November of the prior year. *(Revised 091305)*

Section 4 - Dues

- a) Dues shall be paid prior to December 31 for the upcoming calendar year. If dues are not received by the due date, a \$10.00 fee will be assessed for each month thereafter. A delinquent member shall be considered inactive. *(Revised 091305)*
- b) If dues are not paid by the due date of December 31, a \$10.00 fee will be assessed for each month or portion of month thereafter. *(Revised 091305)*

- c) If dues become delinquent, the member shall be considered inactive. *(Revised 091305)*
- d) If an active member of a city leaves the city, their replacement can assume the balance of the remaining membership for that calendar year. *(Revised 091305)*
- e) It is the responsibility of the city to contact the board regarding any changes or additions to active members. *(Revised 091305)*

ARTICLE IV VOTING

Section 1

For the purpose of presenting matters for discussion, an active member shall have only one vote, but shall have the option of making and seconding motions as is his/her choice. Active members shall be entitled to participate in all meetings and discussions. *(Revised 091305)*

- a) A member must have joined the organization at least thirty (30) days prior to an election in order to vote or be elected to an office. *(Revised 091305)*
- b) A quorum for a valid vote shall be a simple majority of those eligible members in attendance for all business except for election of officers and revisions to by-laws.
- c) Election of officers and revisions of by-laws shall be conducted by written ballot. Results are determined by a simple majority of ballots received. *(Revised 091305)*
- d) Before an election or revision to the by-laws can be voted on, a two (2) month notice must be sent to all active members. For those unable to attend the meeting, an e-mail or faxed vote is acceptable. *(Revised 091305)*

ARTICLE V OFFICERS AND THEIR ELECTION AND NOMINATING OF OFFICERS

Section 1 - Officers and Their Election

The officers of the NCTPTC shall be a President, Vice-President, Treasurer and Recorder. Any active member, in good standing with the NCTPTC as defined herein, shall be eligible for the office of Recorder. The recorder shall be elected by the members at the first meeting held each calendar year.

Section 2 - Vacancy

In the event a vacancy is created in the office of the President, the Vice-President shall immediately vacate his/her office and assume the office of the President. 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 in the Executive Board this board shall have the authority to fill the vacancy until a regular election is held.

Section 3 - Nominating Officers

- a) Should the office of President become vacant, the Vice President shall immediately assume the position of President. Each of the remaining officers shall rotate to the next position above his/her present office. *(Revised 091305)*
- b) To vote for the position of Recorder, nominations shall be taken at the last open meeting held each calendar year. One or more active members may be placed on the ballot. The election for the office of Recorder shall take place at the first meeting held each calendar year. *(Revised 091305)*
- c) The election for the office of Recorder shall take place at the first meeting held each calendar year.
- d) Ballots will be tallied and counted by those members of the Newsletter/Publications and Website Committee present at the first meeting of the calendar year. *(Revised 091305)*

e) The President, or the Vice President in the absence of the President, shall announce the ballot results and declare the election. *(Revised 091305)*

f) Notification of the election results shall be prepared by the Recorder and the results published via e-mail or website. *(Revised 091305)*

ARTICLE VI PARLIAMENTARY AUTHORITY

Rules of Order

a) Parliamentary authority for the NTCPTC shall be "Roberts Rule of Order", Revised, latest edition, insofar as such rules of order will not conflict with the by-laws of Special Rules of Order adopted by the organization.

ARTICLE VII STANDING COMMITTEES

A committee shall consist of three (3) or more active members. A member may serve on more than one committee per term. Each committee will have an executive board member to advise that committee. Each committee member may serve no more than two (2) consecutive years on the same committee. *(Revised 091305)*

- Certification/Education Committee

Promote growth and development within the Chapter by organizing educational programs and training seminars relating to the building industry. *(Revised 091305)*

- By-Law Committee

Ensure that the by-laws reflect our organization. Develop and make proposals for amendments as deemed necessary. The By-Laws Committee will submit these changes to the executive board who shall prepare the chapter to vote for any and all changes. *(Revised 091305)*

- Newsletter/Publication & Website Committee

Design and distribute a bi-annual newsletter/publication, distributed in May and November of each year, to active members and potential members to promote awareness and share valuable information. It will be the responsibility of this committee to forward a copy on the determined distribution date to the webmaster to post on the website. Any communication active members would like to share via the website will be reviewed by the committee prior to sending. The webmaster of any website shall be notified of any updates. *(Revised 091305)*

- Special Events/Annual Business Meeting Committee

Organize and coordinate an annual business meeting held the first month of each calendar year. Organize and coordinate an annual community project event to be scheduled each year. *(Revised 091305)*

An annual educational scholarship may be awarded annually through this Committee to an active NCTPTC member, son, daughter or relative of a living, retired or deceased building department personnel who meet the required candidate requirements as outlined in the Scholarship Application Instructions. *(Revised 071608)*

Applications should be submitted no later than August 1st each year to allow the scholarship to be awarded for the following fall semester. *(Revised 071608)*

ARTICLE VIII DUTIES OF OFFICERS

Section 1-General

a) Upon assuming office, officers shall be empowered to honor expenditures provided for in the approved budget. All

records, funds and supplies of the NCTPTC shall be immediately surrendered to the incumbent. *(Revised 091305)*

b) All financial matters and binding agreements shall require two (2) signatures from elected officers. *(Revised 091305)*

c) An office shall be declared vacant if an officer is absent three (3) consecutive meetings, unless previously excused by co-board members. *(Revised 091305)*

Section 2 - Officers

• **President:** The President shall preside over and call all meetings to order, make approved appointments to offices, cosign all binding agreements, and perform other official duties of the President for a term on one (1) year. The president may not serve two consecutive terms. Inform members of any and all ICC updates provided by the ICC liaison representative. *(Revised 091305)*

• **Vice President:** The Vice President's duties include, but are not limited to, serving as President in his/her absence, assist the President in all matters deemed appropriate, and oversee all correspondence, publications, and/or newsletters for the chapter. *(Revised 091305)*

• **Treasurer:** Present the budget to the members, maintain accurate records at all times, receive and issue receipts, deposit funds promptly in chapter account, disburse payments as required, and shall oversee the chapter roster. Notify members, as membership dues are received, regarding status and timeframe of membership. She/he shall see that all dues are collected prior to January 31. The treasurer's accounting records shall be audited each year by the Executive Board during the first meeting each year and provide a financial statement at each chapter meeting. Each year complete and forward, in a timely manner, all government and state documents to the appropriate department. *(Revised 091305)*

• **Recorder:** The Recorder shall maintain a complete and accurate record of all proceedings of the organization, retain any essential committee records or other proceedings, as required, and shall have all such records available for each meeting. *(Revised 091305)*

Section 3 - No person shall hold more than one elective office at the same time.

ARTICLE IX EXECUTIVE BOARD

Section 1. General

The Executive Board shall consist of the elected officers. Three (3) or more Executive Board members shall constitute a quorum.

ARTICLE X AMENDMENTS TO THE BYLAWS

Section 1.

Amendments of these By-laws may be proposed by the By-law Committee. These proposals shall be transmitted to the Executive Board who shall prepare a written ballot for the next scheduled meeting.

Section 2.

Any proposed amendments shall require a simple majority vote from the active members for adoption.

ARTICLE XI NO BENEFIT TO ANY INDIVIDUAL

Section 1

In the event the Chapter would dissolve, all funds shall be donated to the North Texas Chapter of the International Code Council (NTCICC). If NTCICC is no longer active, funds will be donated to the International Code Council (ICC). All records shall be sent to ICC as necessary. *(Revised 031908)*

Section 2

No part of the net earnings, if any, of this Organization shall inure to the benefit of any member or other individual, and no gain, profit or dividends shall ever be distributed to any of the members of this Organization or inure to the benefit of any private persons except a fund, foundation or corporation organized and operating for charitable, scientific, literary, educational purposes, or legal defense. *(Revised 031908)*