

CHAPTER BY-LAWS
of the
KANSAS CITY METRO ASSOCIATION
of
PERMIT TECHNICIANS

ARTICLE I
NAME AND OBJECTIVES

Section 1. This organization shall be known as the Kansas City Metro Association of Permit Technicians, Incorporated, known as the “association”. The organization shall also be known as a chapter of the International Code Council.

Section 2. The objectives of the organization are the following:

1. To apply knowledge and experience necessary for the protection of public welfare in areas relative to building safety.
2. To research and discuss the principles of health and safety as they apply to the location, construction and occupancy of buildings and related structures.
3. 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.
4. To be contributing members of the International Code Council and to pursue uniformity in code interpretation, administration and enforcement.
5. To promote certification and professionalism for current members of the association.
6. To be dedicated to a process of continuous improvement for the members in a professional networking atmosphere.
7. To do all such other things as are incidental to, or desirable for, the attainment of the organization’s objectives.

ARTICLE II
MEMBERSHIP

Section 1. There shall be the following classes of membership:

1. ACTIVE MEMBER. A representative of any governmental agency involved in the administration of codes, laws and ordinances relating to building construction. The governmental entity served shall have adopted a model building code or use a model building code as a basis in the formulation of a local code.

2. PROFESSIONAL/ASSOCIATE MEMBER. Any individual or firm engaged in the practice of architecture, engineering, research, construction, inspection or related building activity interested in the objectives of this organization. A professional/associate member has no voting rights.

3. STUDENT MEMBER. Any individual enrolled in classes or a course of study and interested in the objectives of this organization. A student member has no voting rights.

4. 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 Board of Directors, and honored during the installation ceremony of the Annual Business Meeting. An honorary member has no voting rights.

5. RETIRED MEMBER. Any former member, who has retired after being an Active member. A retired member has no voting rights.

Section 2. All membership classifications shall be subject to review by the Board of Directors.

Section 3. All members shall be entitled to participate in meetings and for the purpose of bringing up matters for discussion, shall include the making and seconding of motions. Only Active members shall be entitled to vote.

ARTICLE III BOARD OF DIRECTORS

Section 1. There shall be a Board of Directors, hereinafter called the Board, who shall have the authority to carry on the business of the Association between meetings.

Section 2. The Board shall be made up of seven members who shall be Active members at the time of their election. Not more than two Active members may serve at one time from any governmental entity.

Section 3. There shall be four (4) officers of the Board who shall consist of the President, and Vice President, who shall be elected for a one-year term at the Annual Association Business Meeting. The Board shall appoint a Treasurer and a Secretary who shall be Active members and shall serve as an officer of the

Board. The immediate Past President shall also serve on the Board. The other two members shall be elected at large for a three-year term, with staggered expiring terms so as to avoid the potential of more than fifty percent of the board being newly elected in any given year.

Section 4. The Board may appoint an assistant to the Vice President, an auditor and such others as may be needed to conduct the affairs of the Association. The Board shall meet from time to time as called by the President. A majority of the Board members shall constitute a quorum. The Board shall be limited to an expenditure of \$500.00 at any one time without approval of the membership. Discretionary expenditures over \$500.00 for a single event, purchase, etc. shall require a $\frac{3}{4}$ majority vote. Such vote may be by email, mail, fax or other approved methods for notification, addressed to the President or the duly authorized agent.

Section 5. The duties of the officers shall be:

1. President - The President shall preside at all business meetings and meetings of the Board and shall be an ex-officio member of all committees.

2. Vice President (President Pro-tem) - The Vice President shall preside at meetings during the absence of the President and assist the President as necessary. 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.

3. Treasurer - The Treasurer shall keep true and accurate accounting of all financial transactions of the Association. The Treasurer shall collect all monies and place all such receipts in such accounts and institutions as authorized by the Board. The Treasurer shall disburse funds for the payment of bills as authorized by the Board. The Treasurer shall submit the billing for annual dues to the membership each year by December 15. The Treasurer shall keep records of all transactions and shall submit financial statements at each regular Association meeting and an annual statement at the Annual Association Business Meeting. The treasurer shall be responsible for maintaining the roster of Association memberships.

4. Secretary – The Secretary shall be the recording officer and custodian of the records of the Association except where specifically assigned to others. The duties shall include the recording of the proceedings and actions at all regular and special Association meetings and meetings of the Board. The Secretary shall be responsible for the Association's correspondence including notice of meetings. The Secretary shall keep readily available at all meetings such records as the book of minutes, a certified copy of the constitution and by-laws, the standing and special committees, current correspondence and other records as necessary.

- Section 6. No Board member shall serve more than two consecutive terms in any one position with the exception of the Treasurer who shall not be limited in number of terms. If the President is unable to serve, the Vice President shall serve in his/her stead. The positions of any other Board members unable to serve shall be filled by appointment of the Board.
- Section 7. All Board members shall be elected by the membership at the Annual Association Business Meeting.

ARTICLE IV COMMITTEES

- Section 1. There shall be established standing committees to assist the various functions of the Association. The standing committees and their duties shall be as follows:
1. **By-Laws** - shall review all proposed changes to the by-laws for action by the Board.
 2. **Education/Programs** - shall arrange programs with the desires and needs of the membership in mind; showing concern for new products, systems and the changing technology confronting the Association.
 3. **Nominating Committee** – shall prepare a report listing nominees for each office and for the Board of Directors. The report of the nominating committee shall be submitted to the chapter either at a monthly meeting or via email or mail no later than 60 days prior to the Annual Business Meeting. The committee shall be comprised of at least three Active members. This committee shall be established at least two months prior to the annual meeting.
- Section 2. The Board may establish a Budget and Finance Committee. Until such committee is established, the Board shall present at the Annual Business Meeting, an annual report to the membership of expenditures and income.
- Section 3. The Board may establish other ad hoc committees, as they deem necessary. The President shall appoint the members of each of the committees and shall name its Chairperson. Each committee shall be comprised of at least one board member.
- Section 4. The committees shall meet from time to time when called by their chairpersons and shall report to the Association at business meetings.

ARTICLE V MEETINGS

- Section 1. Regular business meetings shall be held as required. One meeting, to be known as the Annual Association Business Meeting, shall be held each calendar year in the month of March.
- Section 2. Ten Active Members, including a majority of the Board, shall constitute a quorum for the transactions of business at regular or Annual Association Business Meeting.
- Section 3. The order of business of the Regular and Annual Association Business Meetings shall be as follows:
1. Roll Call of Officers (Quorum required)
 2. Approval of Minutes of previous Meetings
 3. Communications
 4. Reports of Officers and Committees
 5. Old Business
 6. New Business
 7. Election of Board members (Annual Association Business Meeting)
 8. Adjournments

ARTICLE VI 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 their choice. Active members shall be entitled to participate in all meetings and discussions.
1. 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.
 2. A quorum for a valid vote shall be a simple majority of the current membership.
 3. A vote may include the use of voice, email, fax, written ballot or other forms as approved by the President, and explained to the membership at large, prior to holding a request for a vote.
- Section 2. Resignation of an officer or board of director from a current position.
1. If the current sitting President of the Kansas City Metropolitan Association of Permit Technicians were to resign the vice-president would assume the position of President and finish out the remainder of term. This action would not affect the

person assuming the new position's ability to run for this office for two consecutive terms.

2. The remaining Board of Directors will by unanimous vote appoint a person(s) to fill any open positions.

3. The appointed person(s) may finish out the term of office and may then run for election, if they so choose, without this action effecting their ability to run and hold office for the two consecutive term limit. (see Article III, Section 6).

Section 3. In case of a Tie in Voting for a position as officer or board of director

1. If in the event of a tie in votes for either an officer or a board of director position a coin toss shall determine the outcome of the vote and shall be binding.

2. The breaking of the tie vote shall be overseen by the current sitting President in plain view of all attending Kansas City Metropolitan Association of Permit Technicians meeting in which the vote is taken.

3. The President shall determine a number between 1 and 10 and write said number down on a slip of paper and then give the paper to a member of choice to hold until needed.

4. The President shall ask the individual whose last name is alphabetically first to choose a number between 1 and 10. This number shall determine which of the two individuals participating in the tie vote shall call "heads or tails" prior to the coin toss.

5. The individual guessing the pre-determined number exactly or one number off either direction shall call "heads or tails" on the coin toss. The call must be while the coin is in the air.

6. Whatever the outcome of the coin toss shall determine the winner of the contested position.

ARTICLE VII MEMBERSHIP DUES

Section 1. The annual dues for members shall be as follows:

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|----------------------------------|---------|
| 1. Active Member - | \$25.00 |
| 2. Professional/Associate Member | \$40.00 |
| 3. Student Member | \$5.00 |

No dues shall be charged for Honorary or Retired Members. Annual dues shall be due and payable January 31st of each year.

ARTICLE VIII AMENDMENTS

- Section 1. Amendments to the By-Laws may be proposed by the Board of Directors or by written petition by twenty percent (20%) of the voting membership.
- Section 2. These By-Laws may be altered, amended or repealed at any legal meeting of *the association* 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 any alteration, amendment or repeal of the By-Laws will be proposed.
- Section 3. Properly edited proposals must be brought before *the association* at least 60 days prior to any vote. The proposed amendment shall be available either via email or a written copy for review by all members. The proposed amendment will be open to discussion by *the association*. The proposal will be ratified (with revision, if any) or stricken entirely by majority vote.
1. The Secretary will post to *the association*, at least 20 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.
 2. The final vote shall require a 2/3-majority vote of members present for adoption. The amendment shall then become effective immediately upon its approval.
 3. 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 changes. The last page of these By-laws shall contain a chronological list of all changes and their date of adoption.

ARTICLE IX DISSOLUTION

- Section 1. AUTHORIZATION OF DISSOLUTION.

The ICC Chapter of the Kansas City Metropolitan Association of Permit Technicians may be dissolved by action of the Board of Directors of the Chapter. Action may be initiated by the Board of Directors or in response to a petition from the Chapter. A petition for the dissolution shall be made only at an Annual Business 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 Vice-President/Secretary at least 60 days prior to the meeting. A copy or summary of such proposition shall be sent to every member of the *ICC Chapter of the Kansas City Metropolitan Association of Permit Technicians* at least 30 days before the date of the next Annual Business 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 *ICC Chapter of the Kansas City Metropolitan Association of Permit Technicians* without notice thereof being sent to every member of the *ICC Chapter of the Kansas City Metropolitan Association of Permit Technicians* at least 30 days before the date of the next Annual Business Meeting at which such proposal of the Board of Directors shall be discussed and the recommendations of the *ICC Chapter of the Kansas City Metropolitan Association of Permit Technicians* formulated.

ARTICLE X DISBURSEMENT OF FUNDS

Section 1. Disbursement. In the event *The Chapter* is disbanded and/or dissolved, all monies remaining in the treasury, after remaining bills are paid, shall be contributed to a successor municipal building officials organization, a sister organization located in Kansas or Missouri, or other charitable organizations as voted by a majority of the voting membership.

ARTICLE XI PROPERTY AND TRUST

Section 1. Real Property. Any real property which may be obtained by *The Chapter*, and savings accounts, bonds or like investments, and all property given to or held by it in trust for purposes of *The Chapter* shall be controlled and managed by the Board of Directors.

ARTICLE XII NO BENEFIT TO ANY INDIVIDUAL

No part of the net earnings, if any, of this Association 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 Association 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.

(Amended 5.22.06) – Article VII – Amendments

(Amended 1.05.07) – Article IV, V, and VI - Modified to Define Committees, Move ABM to March, Modify Quorum Definition, Eliminate Delinquent Dues

(Amended 11.01.07) – Article III – Modified elections to Prevent More than 50% Board Replacement

(Amended 3.11.10) – Article III – Modified for discretionary expenses; Article IV – Modified for nominating committee report; Article VI - Voting added, subsequent sections renumbered; Article VIII – modified for deadline of proposed bylaw changes; Article IX – Dissolution added; Article X – Disbursement of Funds added; Article XII – Real property added; remaining subsequent sections renumbered

(Amended 3.13.14) – Article VI – Modified for resignation of officer or board of director

(Amended 3.31.16) – Article III – Modified amount of money for board spending, modified Vice President position and created Secretary position