

CONSTITUTION AND BY-LAWS of the COLORADO ASSOCIATION of PERMIT TECHNICIANS

ARTICLE I – NAME, MISSION, AND OBJECTIVES

Section 1. This organization shall be known as the Colorado Association of Permit Technicians, Incorporated. The organization shall also be known as a Chapter of the International Code Council.

Section 2. The mission and objectives of the organization are:

MISSION: To support and elevate the profession of Permit Technicians through education, advocacy, and standardization; to promote public welfare through the consistent and knowledgeable application of building codes; and to actively contribute to the advancement of uniform codes and best practices in partnership with the International Code Council.

OBJECTIVES: To support, organize and participate in educational seminars and training programs relating to practices, procedures, administration and enforcement of permitting activities.

To advance the standardization of this profession, within the jurisdictions engaged in building, land use and development regulations.

To empower and promote the value and recognition of Permit Technicians.

To encourage the application of distinctive knowledge and skills of the permit technician for the benefit of the community.

To apply knowledge and experience necessary for the protection of public welfare in areas relative to building safety.

To research and discuss the principles of health and safety as they apply to the location, construction and occupancy of buildings and related structures.

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.

To be contributing members of the International Code Council and to pursue uniformity in code interpretation, administration and enforcement.

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:

MEMBERS. A representative involved in the administration of codes, laws and ordinances relating to building construction. This provision does not apply to retired members. Each member shall be entitled to vote. Members must be present to vote.

HONORARY MEMBER. An individual who has rendered outstanding and meritorious services in the furtherance, mentorship, and strong advocacy in support of the objectives of this organization and its strategic direction. This individual shall be proposed and confirmed by the Board of Directors with a majority vote and honored during the installation ceremony of the Annual Business Meeting.

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.

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. Members of the Board shall be employed by a local jurisdiction, municipality or governmental agency and must be active CAPT members.

Section 2. The Board shall be made up of seven (7) members who are active CAPT members at the time of their election. Not more than two members may serve on the Board at one time from any one organization.

Section 3. There shall be two (2) officers of the Board who shall consist of President and Vice President who must be active CAPT members and shall be elected for a one-year term at minimum at the Annual Association Business Meeting. The Board shall appoint a Treasurer who must be an active CAPT member and shall serve a two-year term. The immediate Past President must be an active CAPT member and shall also serve on the Board. The other three (3) shall be elected at large for a one-year term at minimum.

Section 4. The President or Vice President shall be limited to an expenditure of 1,000.00 at any one time without approval of the Board.

Section 5. The duties of the officers shall be:

President - The President shall preside at all business meetings and meetings of the Board and shall be an ex-officio member of all committees. The President shall disseminate and communicate all information received pertinent to the organization to its members. The President shall coordinate with the Program/Education Chair and/or Board designee to solicit for the upcoming year's Business Meeting Trainings and make said trainings known to the membership in the first newsletter of each year or as soon as possible thereafter.

Vice President (President Pro-Tem) - The Vice President 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 Vice President shall keep readily available at all meetings such records as the book of minutes, a certified copy of the by-laws and roster of Association membership. These records can be kept and maintained electronically to which all Board members have access during their tenure. The Vice President shall preside at meetings during the absence of the President and assist the President as necessary. 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.

Immediate Past President – The Immediate Past President shall serve as a resource and guide to the officers and the Board. The Immediate Past President shall cast a vote only in the event of a tie.

Treasurer - The Treasurer shall keep true and accurate account of all financial transactions of the Association. The Treasurer shall collect all monies and place all such receipts in such accounts and institutions in a timely and expeditious manner as authorized by the Board. All cash collected at meetings shall be counted by two members of the Board prior to being deposited following the meeting. 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 serve as a resource and assistant to the Corporate Affairs Committee as it pertains to the preparation of the corporate income tax.

Section 6. No Board member shall serve more than five consecutive terms in any one position. 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 a majority vote and appointment of the Board.

Section 7. All Board members shall be elected by the membership and begin serving their terms at the Annual Association Business Meeting.

Section 8. The Board, at its discretion, may fill vacant board positions by temporary appointment and such members shall serve until the next Annual Business Meeting.

Section 9. The Board may, by a majority vote of those present at a regularly scheduled board meeting, remove any member of the Board prior to the end of their term for cause. Cause shall include, but is not limited to, continued failure to attend scheduled board meetings without valid excuse; failure to fulfill responsibilities to which board member was elected; failure to participate in functions of the board or assigned committee(s); engaging in conduct that is detrimental to the organization; or violation of the organization's policies or bylaws.

The Board member in question shall be given the opportunity to address the Board prior to any vote regarding their removal. This may be done in person at a meeting or virtually via a scheduled video conference (e.g., Zoom), in advance of the meeting at which the vote on removal will take place.

Executive Session and Confidential Deliberations: Upon conclusion of the Board member's statement, the Board may enter a closed executive session to deliberate. A vote shall then be conducted either during the executive session or at the conclusion of the scheduled board meeting. The Board member in question shall be informed immediately of the Board's decision.

ARTICLE IV - COMMITTEES

Section 1. There shall be established standing committees to assist the various functions of the Association. Each Board Member shall serve as Chair or Co-Chair of at least one of the standing committees in an active role. The standing committees and their duties shall be as follows:

Communication - is responsible for compiling the quarterly Tech Talk newsletter, and for the design and maintenance of the Web site and/or any other requests as directed by the Board of Directors.

Corporate Affairs - is responsible for: 1) Promoting sound records management practices and for collecting and maintaining the historical records of the Association, 2) By-Laws and By-Law amendments, 3) Soliciting candidates interested in serving as officers of CAPT and for conducting the election of persons to the offices of President, Vice President and Board of Directors, and 4) Prepare the Chapter budget, prepare the corporate income tax and

advise the Chapter in other corporate affairs and/or any other requests as directed by the Board of Directors.

Membership - is responsible for facilitating membership renewals, billings, and reminders, ensuring that member needs are met, and soliciting new members of the Colorado Association of Permit Technicians by actively engaging members at Business Meetings, Chapter Meetings, Annual Conferences and/or trainings, and/or any other requests as directed by the Board of Directors.

Program/Education - shall promote and support the ideals of the International Code Council. Conceptualize, develop and maintain all materials and programs necessary to initiate and carry on any manner of education, training, or intellectual endeavor pertaining to Building Safety Week, Colorado Construction Career Days, etc., and/or any intellectual endeavors intended to improve the performance and professionalism of any individual for the training meetings and/or any other requests as directed by the Board of Directors.

After being elected to Board at the Annual Business Meeting and prior to the new calendar year, the Chapter President, with the assistance of the Program/Education Chair and/or Board designee, shall solicit for the upcoming year's Business Meeting Trainings.

Public Relations - is responsible for marketing and promoting CAPT and the organization. This can be accomplished through organization and/or participation in community service activities; providing support and engagement with the membership in promoting and encouraging certification; providing a donation to a non-profit organization; and/or any other requests deemed appropriate as directed by the Board of Directors.

Section 2. The President may establish other ad hoc committees, as he/she deems appropriate, necessary, and/or in alignment with the Board's mission and objectives. The Board shall appoint the members of each of the committees and the members of each committee shall designate a Chairperson. Committee/Chairperson appointment shall occur at the first board meeting following the election of the newly seated Board.

Section 3. The committees shall meet during scheduled Board meetings or as needed when called by their Chairperson(s) and shall report to the Association at Board and 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 October or November. The Board shall meet a minimum of one (1) time per year, at the

annual business meeting, and at other times as needed and called upon by the President. A majority of the Board members, four (4), shall constitute a quorum.

Section 2. Ten members, four of whom are not members of the Board, shall constitute a quorum to conduct business at any regular or Annual Association Business Meeting.

Section 3. The order of business of the Regular and Annual Association Business Meetings shall be as follows:

- (a) Pledge of Allegiance and Roll Call of Officers (Quorum required)
- (b) Approval of Minutes of previous Meeting(s)
- (c) Communications
- (d) Reports of Officers and Committees
- (e) Old Business
- (f) New Business
- (g) Election of Board members (Annual Association Business Meeting)
- (h) Treasurer's Report
- (i) Adjournment

ARTICLE VI - MEMBERSHIP DUES

Section 1. Annual dues of \$45.00 per individual are due on January 1st each year. New members may join and pay dues at any time. Honorary Members shall not be charged dues.

ARTICLE VII - AMENDMENTS

Section 1. Proposed amendments to these By-Laws shall be made available to the membership at least thirty (30) days before the opening of an Annual Association Business Meeting. The Board shall provide notice to the membership of said proposed amendments and disseminate the proposal for review at the Annual Association Business Meeting. The Board shall present its recommendation at the Annual Association Business Meeting.

These proposed amendments will be discussed and may be further amended at the Annual Association Business Meeting. If passed by a majority vote of the members present at the Annual Association Business meeting, the By-Laws will be adopted on such date.

In the event proposed amendments need immediate attention/revision, the amended By-Laws may be presented to the Board at least thirty (30) days before the regularly scheduled mid-year (between May and July) Business Meeting. The Board shall provide notice to the

membership of said proposed amendments and disseminate the proposal for review. The Board shall present its recommendation at the mid-year Business Meeting.

These proposed amendments will be discussed and may be further amended at the mid-year Business Meeting. If passed by a majority of the vote of the members present at the mid-year Business Meeting, the By-Laws will be adopted on such date.

ARTICLE VIII - 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.

PASSED AND ADOPTED: November 1999

REVISED BY MEMBERSHIP APPROVAL: July 30, 2004

REVISED BY MEMBERSHIP APPROVAL: November 17, 2005

REVISED BY MEMBERSHIP APPROVAL: November 7, 2007

REVISED BY MEMBERSHIP APPROVAL: November 17, 2010

REVISED BY MEMBERSHIP APPROVAL: November 6, 2025