



Oregon Permit Technicians Association

BYLAWS

ARTICLE I – NAME

The name of this organization shall be known as “OREGON PERMIT TECHNICIANS ASSOCIATION” (OPTA).

Where elsewhere in these bylaws the term ‘OPTA’ may be substituted for the full name.

Address: The address as of 11/04/2022 of the OPTA shall be located at:

**PO Box 634
Springfield, OR 97477**

Please note that with all new Presidents there will be a change of address to the Post Office nearest to the President’s or Treasurer’s address.

Request for information: info@oregonpermittechs.com

ARTICLE II – PURPOSES

The objectives of this organization are:

To develop and advance the members’ professional abilities in the performance of permit duties. To ensure the health, safety, and welfare of all people in matters relating to permits.

To unite the members in pursuit of excellent customer service for the betterment of the people in the area serviced by the OPTA.

To secure a closer official and personal relationship among Permit Technicians throughout the State of Oregon.

To promote higher professional and ethical standards in the field of Permit Technicians.

To establish and maintain a good working relationship within the construction industry.

To encourage and provide a forum for the free exchange of ideas and information among its members, to furnish information of an instructional nature to its members and to other interested and related parties.

To compile and disseminate permitting information useful to the membership in the performance of their duties and responsibilities.

To promote continuing education, training, and certification.

To promote statewide uniformity among jurisdictions.

The Articles of Incorporation shall reflect that the organization is a mutual benefit non- profit organization.

ARTICLE III – MEMBERSHIP/DUES

Membership shall consist of annual members who are involved with the administration of building, land use and other related development codes and are in good standing with OPTA. All members shall be entitled to participate in general meetings and serve on committees, receive agendas and minutes.

Memberships are as follows:

Governmental & Educational Membership: The active individual member of the organization shall be a bona fide employee of any state, federal, municipality, third-party company directly employed by a governmental agency or educational facility.

Associate Membership: An associate member is an individual, firm, corporation or association interested in the objectives of OPTA. Associate Members shall not be allowed to participate in voting, chair a standing committee or be elected to office.

Honorary / Retired Membership: An individual who has rendered outstanding and meritorious services in the furtherance of the objectives of this organization or any former member of OPTA who has since retired. This person shall be proposed and confirmed by the OPTA Board of Directors and shall have a life-time membership.

Honorary and Retired Members shall not be allowed to participate in voting, chair a standing committee or be elected

Application for Membership:

Submit a completed and signed OPTA application form with fees covering the current year dues.

Membership Dues:

The annual membership dues of the OPTA shall be as established by resolution of the general membership.

Revisions 3.1.1 10/23/08 (membership)

Dues shall be due on January 1st of each calendar year.

Each member of the OPTA will be billed once a year by the Treasurer. Dues must be paid before February 1st to retain membership.

The monies received shall be used to defray the expenses associated with the pursuit of the objectives as listed in Article II.

Members whose dues are current shall be considered in good standing.

Conduct:

Any member of the OPTA who is charged with conduct unbecoming, may result in loss of membership as voted by the executive board

The affairs of the OPTA shall not be conducted for profit.

No member shall utilize the OPTA name for private gain.

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 vouchers.

Termination of Membership:

Any person may resign from the OPTA by giving written notice. Withdrawal or resignation from the OPTA shall not be deemed to waive liability for the payment of any dues or other amount owing the OPTA at the effective date of such withdrawal or resignation.

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 is required for transfer of membership.

ARTICLE IV – ELECTIONS

A nominating meeting shall be held in the first quarter of the calendar year and an election meeting shall be held at the OPTA Annual meeting every two years, date, and place of such meeting to be determined by the Board of Directors, and announced to each member by the Secretary, at least two (2) weeks prior to the time of such meeting. Said announcement to include names of all nominees with a statement that these nominations will be voted on at the election meeting. Votes

shall be counted only for candidates placed in nomination at the nomination day meeting or any nomination made from the floor at this meeting.

Officers shall be elected by a majority vote of the voting membership, one time every 2 years, for all positions at the annual meeting of the OPTA. Election of officers will be held during the business session of the annual meeting and their term of office shall be effective the 1st day of the next month following the election and run until their successors are duly elected and qualified.

In the case of a vacancy of the Board of Directors, the vacancy shall be filled by a majority vote of the Executive Committee until the next annual meeting.

The President, President-Elect, Secretary, and Treasurer shall be elected for one term of two (2) years and shall be eligible to succeed themselves in office for as many successive terms as they may be reelected.

The Vice President shall be named "President-Elect."

ARTICLE V – VOTING

All members shall be entitled to participate in meetings and serve on committees, receive agendas and minutes. At general and special meetings, only Governmental members shall be entitled to make and second motions, and to vote. On committees, all committee members shall be entitled to second motions and to vote on behalf of the committee.

Governmental member shall be entitled to one voting representative per jurisdiction and one vote only on any given matter.

No member may vote by proxy or absentee ballot.

Upon motion duly made, seconded, and voted by the majority of members present and voting, the vote upon any question or election may be cast by ballot.

Any eligible member may waive their right to vote on any matter.

ARTICLE VI - ANNUAL MEETING

The annual meeting of the members shall be held at such place as the Board of Directors shall determine in the notice of the meeting.

Purposes for which an annual meeting is to be held, additional to those prescribed by law, and by these Bylaws, may be specified by the President, or by one or more members who are entitled to vote at the meeting.

If such annual meeting is canceled on the day scheduled, a special meeting of the members may be held in place of, and any business transacted, or elections held at such special meeting shall have the same effect as if transacted or held at the annual meeting. In such case, all references in these Bylaws shall be deemed to refer to such special meeting. Any such special meeting shall be called, and the purposes shall be specified in the call.

ARTICLE VII - SPECIAL MEETING

A special meeting of the members may be called at any time by the President or by a majority of the Board of Directors then in office. A special meeting of the members shall be called by the Secretary, or in the case of the death, absence, incapacity, or refusal of the Secretary, by some other officer, upon written application of five (5) or more members who are entitled to vote at the meeting. Such call shall state the time, place, and purposes of the meeting.

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.

Place of Meeting: Any special meeting of the members held in place of the annual meeting, and any other special meeting of the members, shall be held at such place as is stated in the call. Any adjourned session of any annual or special meetings of the members shall be held at such place as is designated in the vote of adjournment. Meetings shall be via phone call, virtual online, or in-person.

Quorum: At any meeting of the members, a quorum for the election of any officer, or for the consideration of any question shall be the majority of members present and voting. When a quorum for an election is present at any meeting, a plurality of the votes properly cast for any office shall elect to such office, except where a larger vote is required by law or by these Bylaws. When a quorum for the consideration of a question is present at any meeting, a majority of the votes properly cast upon the question shall decide the question, except in any case where a larger vote is required by law or by these Bylaws.

ARTICLE VIII - MEETINGS

The Board of directors shall meet quarterly at a time and place determined by the Board of Directors, and such meetings shall begin promptly and close promptly at the regular set time. Board of directors shall attend a minimum of 50% of the board meetings each year to include and 50% of the two general membership meetings to hold their position.

The General membership shall meet two times per year once in the fall and once in the spring, one of which shall be the annual meeting. These meetings shall be at a time and place determined by the Board of Directors, and such meetings shall begin promptly and close promptly at the regular set time. The meetings shall be devoted to the theory, promotion, and practice of the principals of Permit Technicians, and the standards, purposes and objectives of the organization. Each meeting shall contain a program for the continued education of the membership.

Robert's Rules of Order (current edition) shall be the authority on all questions not specifically stated in the bylaws.

ARTICLE IX - OFFICERS

Officers: The Officers of the OPTA shall consist of a President, President-Elect, Secretary, and Treasurer (elected from the active member roster) and the immediate past President.

Such Officers shall hold office for a period of two (2) years beginning on the first day of the month immediately following their election, or until their successors are duly elected and qualified. The President, President-Elect, Secretary, and Treasurer shall be eligible to succeed themselves in office for as many successive terms as they may be re-elected to serve.

Duties of the President: The President shall preside at all meetings of the OPTA and shall appoint or replace all chairpersons and members of committees not otherwise specifically provided for herein. The President shall perform all other and such usual duties as are performed by the president of a corporation. The President shall, with the approval of the Board of directors, have the power to appoint a corresponding secretary to assist in the performance of the President's duties.

Duties of President-Elect: The President-Elect shall act and perform the duties of the President during the latter's absence from any meetings of the OPTA or Board of Directors, or by vote of the Board of Directors in case of disability of the President and shall assist the President in the conduct of the office of President.

Duties of Secretary: The Secretary shall be responsible for coordinating and distributing the meeting agenda's, keeping the minutes and records of meetings, and generally performing such official duties of a Secretary of a corporation.

Duties of Treasurer: The Treasurer shall be responsible for maintaining correspondence, receiving, and disbursing of funds, supervising financial affairs, approving expenditures as provided by resolution of the Board of Directors and generally performing such official duties of a Treasurer of a corporation.

Duties of Immediate Past President: The Immediate Past President shall serve as Chairperson of the Nominations Committee and shall, when called upon, give advice, counsel, and assist the Officers and Board of Directors.

Directors-at-Large: (5 max) The Directors-at-large assist the President in fulfilling the responsibility of the chapter, serve on committees as assigned, and perform other duties as assigned by the President or by the Board of Directors. These are one-year terms and shall be eligible to succeed themselves in office for as many successive terms as they may be reappointed.

Executive Committee:

There shall be an Executive Committee which shall consist of the President, President-Elect, Secretary, Treasurer, and Immediate Past President which shall have authority to act in such matters as are specifically delegated by the Board of Directors. The Executive Committee shall meet at least quarterly at a date and place designated by the President and shall have authority to take such action as they deem prudent in the furtherance of the general objectives of the OPTA, reporting such action to the members at its next meeting.

Board of Directors shall consist of a majority of the elected officers and Directors-at-Large shall constitute a quorum at any meeting of the Executive Committee.

The Officers and the Executive Committee shall always act on behalf of the OPTA.

All officers of the Executive Committee must be active members.

The same person may not hold more than one office. Nor shall more than one office position be held by any one jurisdiction.

ARTICLE X - BOARD OF DIRECTORS**Governing Body:**

The property, business, and affairs of the OPTA shall be managed and transacted by a Board of Directors composed of the following: President, President-Elect, Secretary, Treasurer, Immediate Past President, Directors-at-Large, and Committee Chairpersons.

The duties of the Board of Directors shall be as follows:

It shall authorize all expenditures and shall not create any indebtedness beyond the income of the OPTA, nor disburse funds for purposes nonessential to the objectives of the OPTA. Purchases shall be authorized by the Board of Directors or where immediate ordering is necessary, by the President, President-Elect, and Promotion Committee Chair.

A majority vote of the Board of Directors shall govern, except where otherwise provided. The Board of Directors shall have the power to overrule or modify the action of any officers of the organization.

It shall have the books and accounts audited in January of each year, or more often at its discretion.

It shall determine the date, time and place of the annual nomination and election meeting and shall instruct the Secretary to issue the call for such meeting.

It shall hold such meetings as deemed necessary for the administration of its duties.

It shall hold special meetings when called by the President, or by written request of at least five (5) members of the OPTA.

It shall designate a bank or banks for deposit of funds.

It shall receive committee reports and recommendations, and shall submit to the OPTA at regular meetings, recommendations which it has approved.

ARTICLE XI - COMMITTEES**There shall be the following standing committees appointed by the President:**

Membership: This committee shall create, prepare, and maintain membership information for current, new, and prospective members. This information may include brochures, welcoming letters and OPTA certifications. They shall provide an up-to date list of eligible voting members at each general membership meeting and suggest dues to the Board of Directors with input from the OPTA members and assist the Secretary with notification of dues and new memberships.

Outreach Committee: This committee shall setup and distribute through the Board of Directors and with their approval a minimum bi-annual newsletter containing articles of interest to OPTA members, inform members of training & education possibilities, to share thoughts and ideas, names and contact numbers for OPTA officers and committees, job opportunities, and to help introduce the OPTA to the State of Oregon. This committee also build and maintain the WEB page for OPTA containing newsletter information and other information of interest to OPTA members. Social Media platform updates to reflect current items of interest to OPTA membership, updated regularly.

Education & Certification Committee: This committee will deal with scholarships, education, and certification training of the members of the OPTA. Conceptualize, develop, and maintain all materials and programs necessary to initiate and carry on any manner of educational, training, or intellectual endeavor intended to facilitate certification, clarify or simplify the job-related tasks and to improve the performance and professionalism of those involved in the permitting process or related field. Schedule and arrange instructors and speakers for certification training classes and educational opportunities.

Bylaws Committee: This committee will review and update annually the Bylaws for action by the Board of Directors.

Conference and Event Committee: This committee shall be responsible for scheduling and reserving meeting room facilities for the quarterly and annual meetings; plan for any necessary equipment and supplies for speakers and training programs; providing lodging/ reservation information for the members; arrangements for food and beverages as needed for meetings; arrangements for a member hospitality room and other needs as directed by the board.

Liaison: The ICC Liaison shall work with ICC and OPTA to facilitate our mutual goals, ideas, and objectives. To secure a close relationship by serving on ICC committees and to promote the professional abilities of Permit Technicians. The President shall appoint such other committees as he/she deems necessary, or as he/she is directed by the Board of Directors. Said committees, upon appointment, shall be given a specific charge and a specific function to perform.

ARTICLE XII - ASSOCIATION ACTIVITIES

The OPTA shall not directly or indirectly sponsor legislation or proposals pertaining to general municipal policy. All proposals on such matters shall take the form of recommendations to the Executive Committee.

It shall be the right of the OPTA to communicate with any person or organization in pursuit of its objectives on matters that are not in direct conflict with Section 1.

ARTICLE XIII - CODE OF ETHICS

A member of the OPTA shall:

Place Customer Service above all other interests.

Place public interest above individual, group or special interest and shall consider their profession as an opportunity to serve society.

Maintain the highest standards of integrity.

Treat all persons courteously, equally, and fairly.

Conduct themselves at all times in such a manner as to create respect for their self and their jurisdiction they represent and the OPTA.

Refrain from the use of their position to secure advantage or favor for their self, family, or friends.

Refrain from representing any private interest in business or technical affairs of the organization.

Refrain from using unfair means to secure an advantage in the organization or to knowingly injure any individual, company, or association to gain such advantage.

Not accept, nor offer, any gift, favor or service that might tend to influence them in the discharge of their duties.

Carry on their contacts with other members of the organization in a spirit of fairness with loyalty and fidelity to aims and purposes of the OPTA.

Any violation of the above sections may be brought to the attention of the Board of Directors. After an investigation of the complaint the Board of Directors may recommend to the general membership expulsion from the OPTA. Expulsion to be determined by majority vote at the next regularly scheduled meeting. A member expelled from the OPTA will no longer be a voting member, nor be allowed to participate in any OPTA sponsored activity. An individual expelled from the OPTA shall not be allowed to rejoin the OPTA for a period of twelve months from the expulsion, and until the general membership votes to approve the reinstatement.

ARTICLE XIV - EXECUTION OF PAPERS

Except as the Executive Committee may generally or in particular cases authorize the execution thereof in some other manner, all deeds, releases, transfers, contracts, bonds, notes, checks, drafts and other obligations made, accepted or endorsed by the OPTA shall be signed by the President and Treasurer.

ARTICLE XV - PROPERTY AND TRUST

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

ARTICLE XVI -AMENDMENTS

Amendments to the articles of incorporation, constitution and bylaws may be proposed by the Executive Committee or by written petition twenty (20) percent of the voting membership.

These articles of incorporation, constitution, Bylaws may be altered, amended, or repealed at any legal meeting of the members entitled to vote 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 an alteration, amendment, or repeal of the bylaws will be proposed.

ARTICLE XVII - DISSOLUTION

The OPTA may be dissolved only by action of the Board of Directors of the OPTA. Action may be initiated by the Board of Directors or in response to a petition from the membership. A petition for the dissolution shall be made only at an annual meeting by a majority vote of the voting members 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 Secretary at least sixty (60) days prior to the meeting. A copy or summary of such proposal shall be sent to every member of OPTA at least thirty (30) days before the date of the next annual 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 OPTA without notice thereof being sent to every member of the OPTA at least thirty (30) days before the date of the next annual meeting at which such proposal of the Board of Directors shall be discussed and the recommendations of the OPTA formulated.

ARTICLE XVIII - DISBURSEMENT OF FUNDS

In the event the OPTA is disbanded and/or dissolved, all monies remaining in the treasury, after remaining bills are paid, shall be contributed to a successor permit technicians association located in Oregon, as voted by a majority of the voting membership. Registered with the State of Oregon Dec. 2004

ADOPTION OF REVISED BYLAWS

11/04/2022

Format changed

Article I (address change)
Article III (removed wording, added transferable membership verbiage)
Article IV (election terms, rename VP)
Article VIII (clarified quorum language)
Article IX (change to VP to Pres-Elect, add duties of Directors-at-Large)
Article X (updated VP to President-Elect)
Article XI (updated committees, moved Liaison)

10/23/08

1.3 (address change)
3.1.1 (membership)
4.1/4.5 (combined and changed)
8.2 (membership meetings)
9.2 (term changes)
10.1/2.1 (add members at large/purchasing)
11.1/4/7 (adjust and combine/ICC Liaison)

10/27/06

2.2 (articles of incorporation)
18.1-18.2 (articles of incorporation)