



CP #10-04 CHAPTERS

Adopted Date: 1/2004

Revised Date: 7/28/2007

This policy establishes Chapters of the International Code Council, and the method and qualifications for recognition of Chapters. The goals of this ICC Chapter Policy are to promote, support and cultivate existing Chapters as well as to establish new Chapters to the mutual benefit of the ICC and all its Chapter members.

Chapter programs developed under this Policy are intended to assist Chapter leaders and their members in promotion of the ideals of the ICC. Types of assistance will include tools aimed at improving Chapter communications and essential to Chapter management, administration, code adoption, representation at Chapter meetings, and products and services in support of the ICC.

1.0 Chapter Recognition: Recognition as a Chapter of the ICC is available to any organization whose purpose is developing and advancing its members' professional abilities in the administration of the International Codes. The Board of Directors shall consider all applications for chapter status and grant recognition when all requirements are met.

Applicants for Chapter status who do not meet the minimum requirements of this policy for Chapter status may petition the Board for an exception. The Board may grant an exception based on specific information supporting the need for an exception.

2.0 Staff Liaison: The CEO shall designate a Staff Liaison to each Chapter to develop and enhance the communications between each Chapter and the ICC staff and Board of Directors.

2.1 Duties: The duties of the Staff Liaison shall be:

2.1.1 To inform, counsel and assist the Chapter on ICC matters and serve as a conduit to the Board and staff.

2.1.2 To assist Chapters in the promotion and adoption of the International Codes and communicate the importance of Chapter support and participation in the ICC at all levels.

2.1.3 To assist in the coordination of the delivery of ICC programs, products, materials and services to the Chapters.

2.2 Attendance at Meetings: A Chapter may request the attendance of their Staff Liaison or another representative of the ICC to make a presentation at Chapter meetings including the installation of officers. Such requests shall be made in writing or electronically.

2.3 Board Liaison: The President shall appoint a Chapter liaison from the Board of Directors to each Chapter to attend Chapter meetings when possible, provide guidance, and inform and advise Chapters on the activities of the ICC.

3.0 Types of Chapters: A Chapter shall be designated as Regional, State, Local, Professional, Student or International Chapter depending on the geographical area it serves and the nature of its membership. Other individuals may hold membership in the Chapter as permitted by the Chapter by-laws.

- 3.1 Regional Chapter:** There are twelve regions of ICC. A Regional Chapter shall represent ICC chapters established within the geographical boundaries of the region and serve as the coordinating body for Regional Chapter activities.

Regional chapters are established to improve communication between chapters and ICC, identify areas of mutual interest, and provide a basis for joint activities among the participating chapters. Chapter activities shall be coordinated by a coordinating council or other form of governance. Regional chapters in existence prior to the establishment of the twelve ICC Regions who do not conform to the geographical configuration of the region shall be allowed to continue but shall be designated as a professional chapter.

- 3.2 State Chapter:** A State Chapter shall represent jurisdictions that enforce or administer codes within the geographical area of the State. Every State shall be limited to one State Chapter of each discipline. States with more than one State Chapter of the same discipline and in good standing prior to the effective date of this policy shall continue to be recognized.
- 3.3 Local (Area) Chapter:** A Local (Area) Chapter shall represent jurisdictions that enforce or administer codes in a geographic area smaller than that of a State.
- 3.4 Professional Chapter:** A Professional Chapter shall represent individuals from any geographic area whose profession or business will benefit from participation in ICC.
- 3.5 Student Chapter:** A Student Chapter shall represent students whose course of study will benefit from participation in ICC activities. A Student Chapter shall have a Regional, State, Local (Area) or Professional Chapter as a sponsor.
- 3.6 International Chapter:** International Chapters represent Chapters outside the United States of America. International Chapters shall be entitled to similar benefits as provided to Regional and State Chapters or as may be determined by the Board of Directors.

- 4.0 Minimum Requirements:** State chapters are required to have a minimum of 50 ICC governmental, corporate, associate, cooperating, honorary, student, retired or certified members at the time of application. Local, Professional, and International chapters shall have a minimum of 20 ICC governmental, corporate, associate, cooperating, honorary, student, retired or certified members at the time of application. Regional chapters shall have the participation of at least half of the ICC chapters in the region at the time of application.

- 4.1 Application:** Applications for Chapter recognition shall be submitted to the ICC Chief Executive Officer and shall include sufficient information to determine compliance with this policy and include the following:

- 4.1.1** The name of the organization and the applicant's contact information.
- 4.1.2** The names, titles, addresses, phone and fax numbers, and e-mail addresses of the elected officers or governing body of the applicant Chapter.
- 4.1.3** Regional chapters shall submit a list of participating chapters. All other chapter applicants shall submit the names, addresses and ICC Member numbers for the required number of memberships necessary to meet the minimum requirements set forth in section 4.0.
- 4.1.4** A Constitution and/or Bylaws, Memorandum of Understanding (MOU) or other governing document. The Constitution and/or Bylaws of a Chapter shall not be in conflict with ICC Constitution and Bylaws.
- 4.1.5** A resolution from the membership requesting recognition as an ICC Chapter including a statement of purpose compatible with the ICC. Regional chapters shall submit a resolution from at least half of the chapters within the region.

4.1.6 Description of the geographical area served and primary discipline of the membership.

4.2 Other Information: The Board of Directors may consider other information submitted by the applicant Chapter or by other existing Chapters relative to the recognition of the applicant Chapter.

4.3 Recognition: Upon recognition, an ICC Chapter shall receive:

4.3.1 A letter from the ICC President indicating Chapter recognition by the Board of Directors and an announcement of the establishment of the Chapter at the next annual conference.

4.3.2 Services and benefits as provided by this policy.

4.3.3 Authority to use the ICC logo on Chapter letterhead, certificates, plaques, pins, clothing or other specialty items in accordance with the ICC Logo policy.

4.3.4 A plaque signifying the establishment of the Chapter.

4.5 Previous Actions: Organizations that are recognized as ICC Chapters by prior actions of the ICC Board of Directors shall continue to be recognized as Chapters and shall be entitled to all rights and privileges granted herein. Chapters unable to comply with this policy may be subject to action by the ICC Board of Directors including but not limited to probation or cancellation of charter.

4.4 Application for Student Chapters: Student Chapters are not required to meet the minimum member requirements for Chapter status. An application for Student Chapter shall include:

4.4.1 The name and address of the organization, and the academic institution, including the applicant's contact information.

4.4.2 The names, titles, addresses, phone and fax numbers, and e-mail addresses of the elected officers of the applicant Chapter.

4.4.3 A Constitution and/or Bylaws. The Constitution and/or Bylaws of a Chapter shall not be in conflict with ICC Constitution and Bylaws.

4.4.4 A resolution from the sponsoring Chapter including a statement of purpose compatible with the ICC.

5.0 Chapter Responsibilities

5.1 Annual Report: Chapters shall submit a report annually including:

5.1.1 A current list of the names, titles, business addresses, phone and fax numbers and e-mail addresses of all Chapter Officers.

5.1.2 The dates of annual or general membership meetings.

5.1.3 Any changes in the Chapter's constitution or bylaws since the last annual report.

5.1.4 Any significant changes in the geographical area served by the Chapter.

5.1.5 Current number of Chapter members.

5.2 Conflicting Activities: Chapter activities shall not conflict with the purposes and principles of the International Code Council.

5.3 Bylaws Compliance: Each Chapter must be in compliance with its own bylaws.

6.0 Chapter Benefits: The Board of Directors has established certain minimum benefits for which each Chapter that is in compliance with all of the provisions of this policy is eligible. Other benefits may be granted from time to time as determined by the Board of Directors.

6.1 Education Benefit: Annually, each eligible Chapter in compliance with this policy is entitled to one education benefit as listed below. Chapters may select one of the following benefits:

6.1.1: One day of on-site training from the core list at a location and facility provided by the Chapter for a minimum of thirty (30) participants. ICC will provide the instructor and his/her travel expenses at no charge. In addition, everyone who attends a chapter's Education Benefit Day and completes the Course Roster will receive complimentary instructional materials. Chapters are required to pre-order materials essential to the delivery of the training for each participant. The chapter will be charged for any materials kept in excess of the number of participants which are not returned to ICC in good condition within 14 days of the training date. The cost for materials retained will be available at member pricing, discounted according to section 6.5 of this policy.

One day of on-site training may be carried over to the following year when combined and delivered with another on-site training day, or another paid training day, on the same day or consecutive days.

Chapters may combine training days for the purpose of holding a joint chapter education event. Chapters participating in such an event may use their on-site training day when delivered at the same location and at the same time or on consecutive days.

6.1.2: One Telephone Seminar delivered to a maximum of ten sites. ICC will waive all fees which would normally apply.

6.1.3: One ICC Campus Online course for up to fifty (50) chapter members. ICC will waive all fees which would normally apply.

Chapter Education Benefits are based on availability and may be modified from time to time.

6.2 Conference Registration: One complimentary registration to the ICC Annual Conference shall be extended to the President of each eligible Chapter. In the event the President cannot attend, the complimentary registration may be transferred to the Vice President.

6.3 Chapter Conference Events: An event will be held at each ICC annual conference in recognition of chapters.

6.4 Chapter Newsletter: A Chapter newsletter including leadership information shall be provided through an electronic format on the ICC website.

6.5 Chapter Discounts: All Chapters are entitled to receive 20% off ICC Member prices on ICC designated products for bulk orders shipped and billed to the chapter.

6.6 Chapter Awards Program: All Chapters are eligible for participation in the Chapter Awards Program. Chapters will be evaluated on various criteria as determined by the Board of Directors in accordance with the Council Policy #16-03 on Awards. Awards will be presented at the annual conference.

The Board of Directors shall grant awards based on the established criteria. Chapters may submit information for review by the Awards Committee for recommendation to the ICC Board of Directors.

6.7 Chapter Rewards Program: Additional benefits are available through participation in the Chapter Rewards Program.