

Legal Aspects for Chapters

ICC Chapter Leadership Academy
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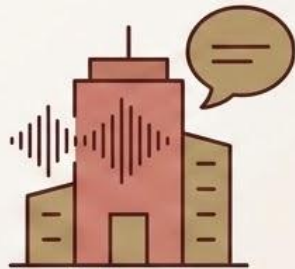
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Disclaimer: This presentation is for informational purposes only and does not constitute legal advice. You should consult with a qualified attorney for advice regarding your specific situation.

Introduction: The Chapter's Role in the ICC Ecosystem

The Big Picture



Chapters as the local voice for building safety.

Chapter Categories



Brief overview of Local, State, Regional, and Professional chapters.

The Mission



Advancing the profession and supporting the code development process.

The Foundation: Governance & Compliance



Council Policy CP-10 & CP-20: These are your "Building Codes."



Requirement: Maintain at least 20 members (who are also ICC members).



The Annual Report: This is your "Final Inspection." Failure to file results in loss of "Good Standing," meaning no voting rights and no free materials.



Bylaws: Your Chapter's Constitution. They must be signed, current, and followed. Outdated bylaws are a legal liability.

EFFECTIVE BOARD OPERATIONS

The Leadership “Anatomy”



The President

The “Chief Culture Officer.” They don’t do all the work; they ensure the others are doing their work.



The Secretary

The “Historian.” They handle the minutes. In the world of non-profits, if it isn’t in the minutes, the board never authorized it.



The Treasurer

The “Gatekeeper.” They manage the bank account and ensure the IRS 990-N (e-Postcard) is filed. Note: Failing to file this for three years results in automatic loss of tax-exempt status.

Growth and Sustainability

Member Value & Education

This is the “Product” your chapter sells.



Preferred Provider Program: Chapters can get pre-approved to give CEUs. This is the #1 reason people join.



Advocacy: Chapters should be the ones showing up at city council meetings when a new code is being adopted to explain *why* it matters.



Building Safety Month: The manual encourages using May as a “PR month” to get out into the community and show that code officials are the “silent first responders.”

Managing the Pipeline (Safety 2.0)

The biggest threat to a chapter is “Legacy Burnout.”



Mentorship: The manual emphasizes bringing in younger inspectors or permit technicians.



Succession Planning: Every officer should be training their replacement. The “Immediate Past President” role exists specifically to mentor the new President.

“What IF?” Scenarios



Your Chapter loses its non-profit status because the 990-N wasn't filed.

Who is liable?



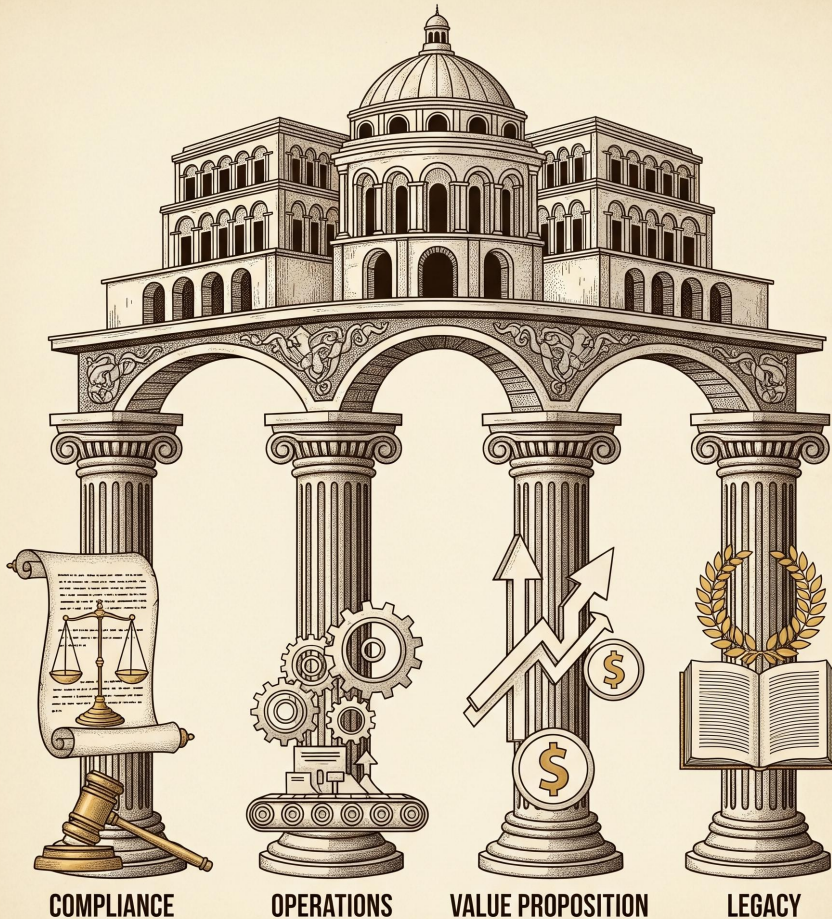
Scenario B: A vendor with pending code violations in your jurisdiction offers to sponsor a Chapter event.

How do you handle the optics and the administration?

THE FIRST 90 DAYS CHECKLIST

- ✓ Locate and sign the latest Bylaws.
- ✓ Verify “Good Standing” status with ICC Chapter Relations.
- ✓ Confirm the EIN and last IRS filing date.
- ✓ Schedule a standing monthly Board Meeting.
- ✓ Identify one “Rising Star” to chair a committee.

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