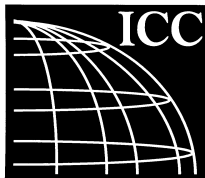


CP #10-2003

**POLICY RE:
Chapters**



INTERNATIONAL
CODE COUNCIL

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.

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 either a Regional, State/Province, Local, Professional, Student or International Chapter depending on the size of the area it covers 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: A Regional Chapter shall represent jurisdictions that enforce or administer codes. Regional Chapters shall be composed of not less than two State/Province Chapters sharing a common border. State/Province Chapters shall be limited to membership in one Regional Chapter.

3.2 State/Province Chapter: A State/Province Chapter shall represent jurisdictions that enforce or administer codes within the geographical area of the State/Province. Every State or Province shall be limited to one State/Province Chapter of each discipline. States or Provinces with more than one State/Province 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/Province.

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/Province, Local (Area) or Professional Chapter as a sponsor.

3.6 International Chapter: International Chapters represent Chapters outside North America. International Chapters shall be entitled to similar benefits as provided to Regional and State/Province Chapters or as may be determined by the Board of Directors.

4.0 Approval: The Board of Directors shall consider all applications from organizations with a minimum of twenty ICC members for chapter status and grant recognition when all requirements are met.

Applicants for Chapter status who do not meet the minimum requirements for membership 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.

- 4.1 Application:** All 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 of the applicant Chapter.
 - 4.1.3** A current membership roster indicating the names, titles, addresses, jurisdictions or company name of all the members of the Chapter, the membership status and the code disciplines, professions or trades represented.
 - 4.1.4** A Constitution and/or Bylaws. 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.
 - 4.1.6** Description of the geographical area covered and primary membership, e.g., Regional, State/Province, Local (Area) and ICC Member status.
- 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 Business Meeting.
 - 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 **Council Policy #3**.
 - 4.3.4** A plaque signifying the establishment of the Chapter.
- 4.4 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.

4.5 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:

- 4.5.1** The name and address of the organization, and the academic institution, including the applicant's contact information.
- 4.5.2** The names, titles, addresses, phone and fax numbers, and e-mail addresses of the elected officers of the applicant Chapter.
- 4.5.3** A current membership roster indicating the names and addresses of all Chapter members.
- 4.5.4** A Constitution and/or Bylaws. The Constitution and/or Bylaws of a Chapter shall not be in conflict with ICC Constitution and Bylaws.
- 4.5.5** A resolution from the sponsoring Chapter including a statement of purpose compatible with the ICC.

5.0 Chapter Responsibilities

5.1 Annual Report: The ICC shall make provisions for the electronic submission of Chapter annual reports. 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 for review and approval by the ICC Board of Directors.
- 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/Seminar Benefit: Annually, each eligible Chapter in compliance with this policy is entitled to one complimentary day of training at a location and facility provided by the Chapter for a minimum of thirty (30) participants. Depending on the type of

training, it may be necessary for Chapters to purchase instructional materials essential to the delivery of the training for each participant. ICC may provide other material free of charge. Other materials will be available at member pricing, including any applicable bulk rate discounts.

6.1.1 Carry Over Option: One complimentary day of training may be carried over to the following year when combined and delivered with another complimentary training day, or another paid training day, on the same day or consecutive days.

6.1.2 Transfer Option: Regional, State/Province and Local (Area) Chapters may combine complimentary training days with another Chapter and receive an aggregate number of training days when delivered at the same location and at the same time, or on consecutive days.

6.2 Conference Registration: Complimentary registration to the ICC Annual Conference shall be extended to the President of each eligible Chapter.

6.2.1 The complimentary registration is transferable to an individual Chapter officer, designated by the President, should the President be unable to attend. The complimentary registration is for delegate registration only and does not include spouse/companion registration, travel expenses, room, board or other costs associated with conference attendance.

6.3 Chapter President's Breakfast: Each year, an invitation will be extended to the President of each Chapter to attend the Chapter President's Breakfast at the annual conference. This invitation is transferable to a Chapter representative should the President be unable to attend.

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 ICC Member prices on designated products, including applicable bulk rate discounts.

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 on Awards (**Council Policy #16**).

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.