CP#10-04 – Chapters

Approved: 01/01/04 | **Revised:** 07/12/25

1.0 Purpose of Council Policy: 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.

2.0 Objectives: 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.

3.0 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.

4.0 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.

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

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

4.1.2 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.

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

4.2 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.

4.3 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.

5.0 Types of Chapters: A Chapter shall be designated as Regional, State, Local, Professional, Student, Global or Sovereign 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.

5.1 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.

5.2 State Chapter: A State Chapter shall represent at least twenty-five (25) governmental members 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.

5.3 Local (Area) Chapter: A Local (Area) Chapter shall represent at least ten (10) governmental members that enforce or administer codes in a geographic area smaller than that of a State.

5.4 Professional Chapter: A Professional Chapter shall represent design professionals and other individuals whose profession or business will benefit from participation in ICC. Such individuals may be from any geographic area.

5.5 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), Sovereign or Professional Chapter as a sponsor.

5.6 Global Chapter: Global Chapters represent Chapters outside the United States of America. Global Chapters shall be entitled to similar benefits as provided to Regional and State Chapters or as may be determined by the Board of Directors.

5.7 Sovereign Chapter: A Sovereign Chapter shall represent building safety professionals who enforce, administer or advocate for building codes and standards within the geographical area of a Native American or Indigenous community, or multiple Native American or Indigenous communities in the continental Unites States, Alaska, and Hawaii. Sovereign Chapters shall be entitled to similar benefits as provided to Regional and State Chapters or as may be determined by the Board of Directors.

6.0 Minimum Requirements: State chapters are required to have a minimum of 50 ICC members at the time of application, of which at least twenty-five (25) shall be governmental members. Local (Area) chapters shall have a minimum of 20 ICC members at the time of application, of which at least ten (10) shall be governmental members. Professional chapters shall have a minimum of 20 ICC members at the time of application, of which at least ten (10) shall be ICC building safety professional members. Global chapters shall

have a minimum of 10 ICC governmental, corporate, building safety professional, honorary, student, retired or certified members at the time of application. Sovereign Chapters shall have a minimum of 10 ICC governmental, corporate, building safety professional, participating, honorary, or student 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.

6.1 **Non-Compliance:** If a Chapter fails to meet the applicable minimum requirements set forth in Section 6.0 at the time of application or any time thereafter, it will not qualify for the Education Benefit (Section 8.1), Conference Registration Benefit (Section 8.2), Chapter Awards Program (Section 8.6) or Chapter Rewards Program (Section 8.7) until such time that the Chapter provides verification to the Code Council that it meets the applicable minimum requirements.

6.2 **Periodic Review:** Chapters shall be subject to periodic review by the Code Council to confirm compliance with the minimum applicable requirements set forth in Section 6.0.

6.3 **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:

6.3.1 The name of the organization and the applicant's contact information.

6.3.2 The names, titles, addresses, phone and fax numbers, and e-mail addresses of the elected officers or governing body of the applicant Chapter.

6.3.3 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 6.0. In addition to information on the ICC members, all such chapter applications shall include the name, affiliation, title, address, phone number and e-mail address of all other chapter members of such applicant.

6.3.4 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.

6.3.5 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.

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

6.4 **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.

6.5 **Recognition:** Upon recognition, an ICC Chapter shall receive:

6.5.1 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.

6.5.2 Services and benefits as provided by this policy.

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

6.5.4 A plaque signifying the establishment of the Chapter.

6.6 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.

6.7 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:

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

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

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

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

7.0 Chapter Responsibilities:

7.1 Code of Ethics:

7.1.1 The Chapter's highest priority shall be the welfare of the public in the built environment.

7.1.2 Chapters shall demonstrate integrity, honesty, fairness, and transparency in all transactions.

7.1.3 Chapters shall encourage their members to improve in their areas of expertise and enhance their professional competency.

7.1.4 Chapters shall conscientiously avoid all circumstances that could compromise chapter integrity.

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

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

7.2.2 The dates of upcoming annual and general membership meetings.

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

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

7.2.5 Current number of Chapter members.

7.3 Conflicting Activities:

7.3.1 Chapter activities shall not conflict with the purposes and principles of the International Code Council.

7.3.2 Chapters shall not accept contributions that are conditional upon support or opposition of any business placed before the International Code Council.

7.3.3 Chapters shall not facilitate the acquisition of governmental member representative voting designation for individuals who are not governmental employees or public officials actively engaged either in the administration, formulation or enforcement of laws, ordinances, rules or regulations directly relating to the built environment.

7.3.4 Chapters which are found to violate this Council policy are subject to penalty as determined by the Board of Directors.

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

8.0 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.

8.1 Education Benefit: Annually, each eligible Chapter in compliance with this policy is entitled to an educational benefit as determined by the Board of Directors.

8.2 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.

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

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

8.5 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.

8.6 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 CP#16 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.

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