

Interested in being WICED?

Let's grow together!



About us

Women in Code Enforcement and Development is a non-profit organization and ICC Chapter which promotes the value and recognition of women in the arena of code enforcement and development.

The mission of WICED and its sub-chapters is to confidently mentor, encourage, and support women in the fields of code enforcement, design professionals, and code development. It boldly aims to promote our industry as a professional career open to women.

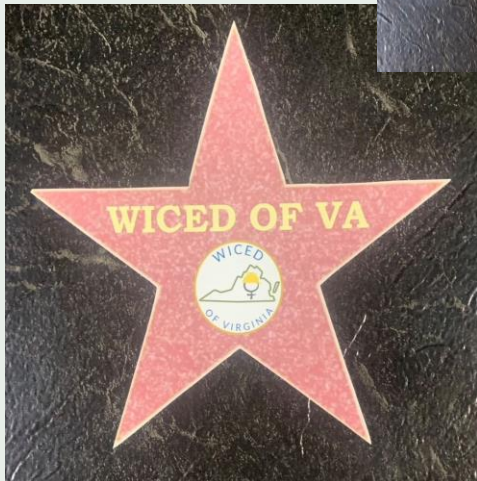
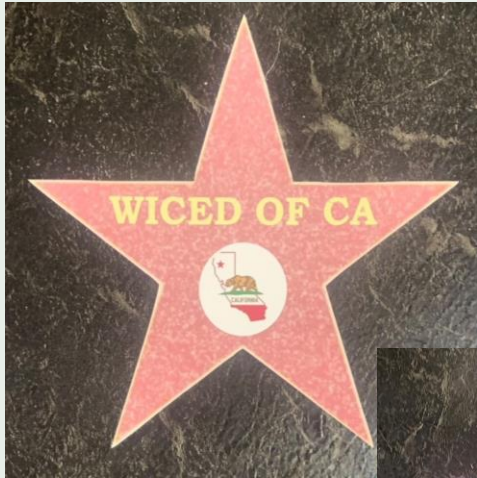
Existing Local WICED Chapters

WICED of CA

WICED of OH

WICED of TX

WICED of VA



Why start a local or regional chapter?

The work of WICED succeeds with the local chapters.

- A showcase how partnerships and enduring collaborations promote effective leadership and quality career.
- Provide opportunities for networking, education, community engagement, and professional development.
- Local chapters are instrumental in increasing visibility of women in the code and related industries.
- All local members enjoy a national membership.



Getting Started

Few things to consider...

- Are you leading the charge alone or do you have help?
- What geographical area will your chapter cover?
 - Consider the size of your state
 - Will you need to start in a smaller area and then grow outward?
- Will your chapter have the support of other area industry chapters?
 - Important to have the support of your local industry chapters such as building official associations or code organizations
 - Talk with local chapter leaders

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Getting Started

More things to consider...

- Do you already have an interested possible membership?
- What would be the focus of your local chapter?
- Have you considered some of the initial logistics such as meeting frequency, remote or in person meetings, meeting activities?
- Will your chapter eventually want to be an ICC chapter as well?
- Would your local chapter fall under a local industry chapter?

Gather Interest & Support

- Create a presentation or elevator speech (not everyone will know who WICED is)
- Reach out to local industry chapters to seek their backing or support
- Conduct an interest survey or hold an interest meeting
- Contact the national WICED to express written interest and be assigned a WICED liaison to support and guide you through this process



Building your Board of Directors (Executive Team)



- Reach out to your shining stars and your quiet warriors
- Talk it up at work- or industry-related events
- Ask other related organizations with similar missions if they know of anyone else who might be interested.
- Ask WICED national if they know of any contenders.

Submit the paperwork!

Women in Code Enforcement and Development of Virginia CONSTITUTION/BYLAWS

ARTICLE I - NAME OF ORGANIZATION

- 1.1 The name of this organization shall be known as Women in Code Enforcement and Development of Virginia (WICED of VA).
- 1.2 Where elsewhere in these by-laws the term "Organization" may be substituted for the full name.

ARTICLE II – PURPOSE and OBJECTIVES

2.1 The fundamental purpose of this organization shall be to:

- 2.1.1 Promote the value, recognition, and professional development of women in code enforcement and development within the Commonwealth of Virginia through mentoring, education, networking, and collaboration.

2.2 The objectives of this organization are:

- 2.2.1 To support, organize, and participate in educational seminars and training programs relating to specific needs of women in the arena of code enforcement and development.
- 2.2.2 To promote mentoring of members through formal and informal mentoring initiatives.
- 2.2.3 To be dedicated to a process of continuous improvement for the members in a professional networking atmosphere.
- 2.2.4 To secure a closer official and personal relationship among code developers and code enforcers throughout the state and within the national chapter of Women in Code Enforcement and Development (WICED).
- 2.2.5 To be active members of the International Code Council (ICC) in the pursuit of uniformity in code interpretation, development, enforcement and administration.
- 2.2.6 To partake in all other activities that are incidental to, or desirable for, the attainment of the organization's objectives.

s of WICED of VA shall be comprised and limited to high schools, the State of Virginia to further the purposes and missions to which ers will be comprised of students and associated student advisors of apters can also be recognized and advertised as "campus chapters," parent chapter to these subchapters.

ard of Directors is authorized to charter a Subchapter in any area thereby conferring on said Subchapter the right to use the name and nown as a Subchapter or "Campus Chapter" of the organization; rees to abide by the regulations and requirements for the conduct of d in these bylaws and as adopted from time to time by the Board of

shall be contingent upon approval by the Board of Directors. The he bylaws of the organization. Subchapters are not authorized to ion or bylaws.

cognized by utilizing the organization's name followed by their or example: "WICED of VA _____ University Campus Chapter" s an executive board of their own to maintain organization and order chapters shall follow the same guidelines and expectations of the in these bylaws.

shers of the subchapter must be active student members of the l pay dues directly to the organization. Subchapters shall not collect subchapter equates to membership of the organization. Subchapters shall retain a minimum of four members to keep the organizations subchapter designation.

- 4.4 Subchapter support. WICED of VA Board of Directors and active members shall provide mentorship, support, training, and other resources as necessary to assist and uphold subchapters and their members. Subchapters can participate in all organization meetings, events, and professional training.

4.4.1 Subchapters are allowed to raise money and accept donations in the name of the organization to support events and activities on campus.

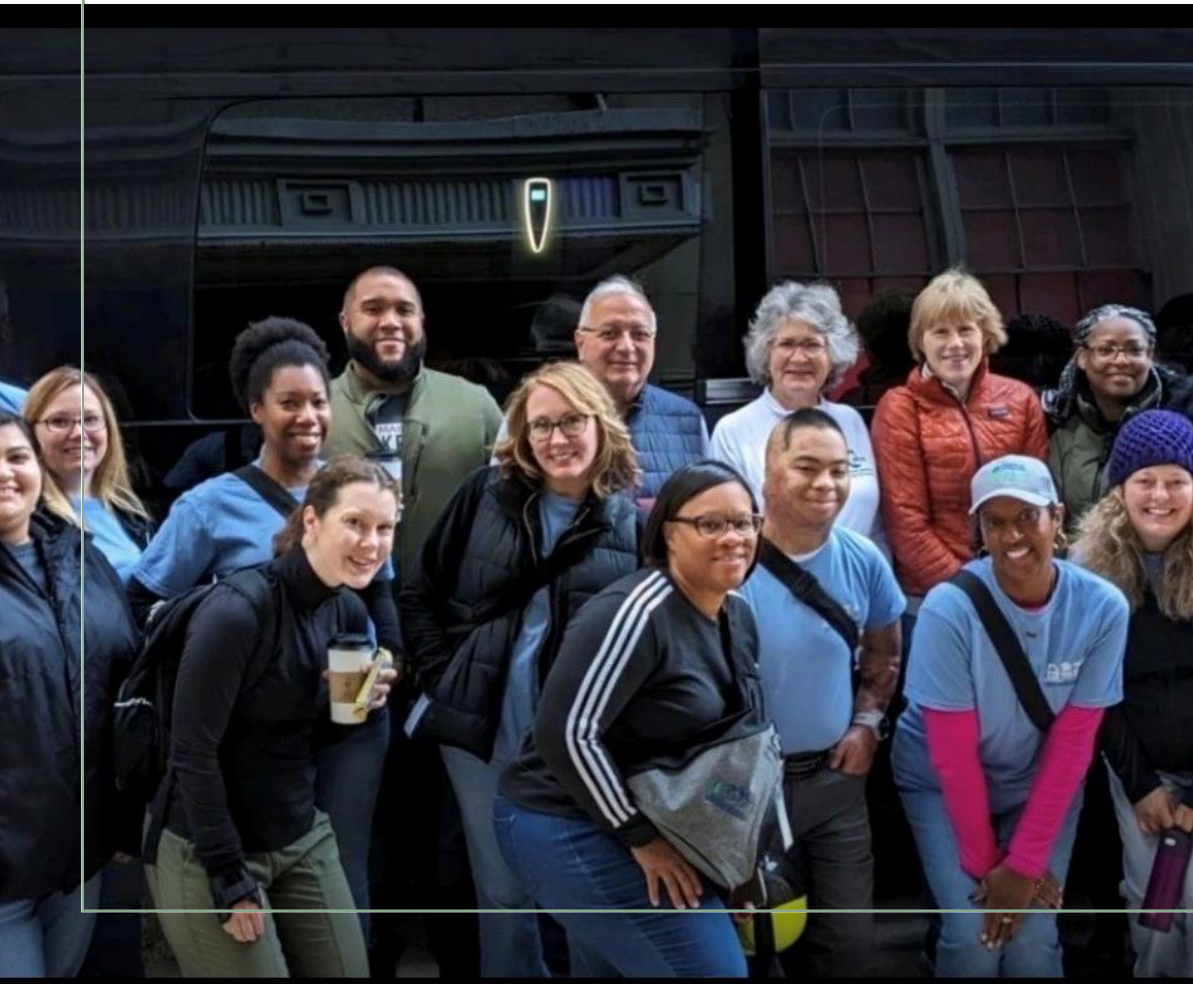
4.4.2 Subchapter events and activities involving raised money and donations must be submitted in writing and approved by the organization's board of directors.

- 4.5 Termination of Subchapters. The Board of Directors is authorized to terminate any Subchapter charter for being unable to meet the requirements of these bylaws, or for being unable to maintain a membership of not less than four active members in good standing, or for any conduct or action of the Subchapter in the opinion of the Board of Directors which is prejudicial to the welfare, interest, or character of the organization. A notice in writing together with a copy of the reason(s) for intention to terminate shall be sent to all voting members of the organization in good standing who are members of record in the Subchapter, and to the Subchapter Board (if created). This written notice shall be provided at least thirty days before the meeting

- Contact national WICED for a board liaison to support you through this process
- Be familiar with the national WICED bylaws
- Review template bylaws from WICED or any of its state chapters
- Draft the founding bylaws
- Begin the initial membership drive

Your members are **EVERYTHING!**

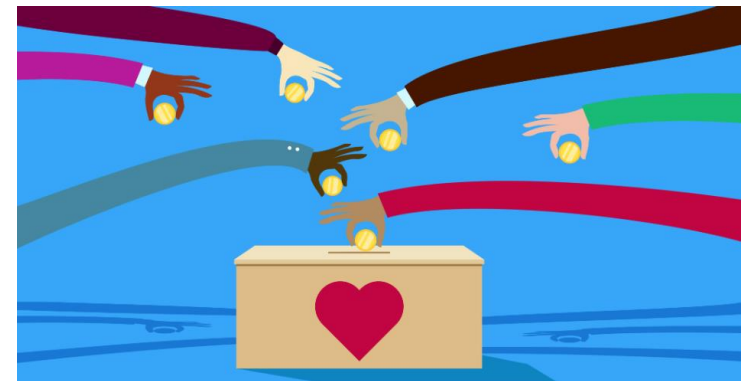
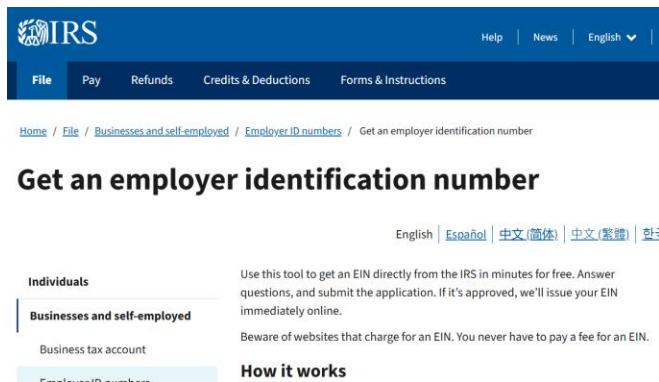
The membership is the lifeline of the organization



- Reach out to coworkers and adjacent industry partners to spread the word
- Hosting an interest meeting or event
- Ask the national chapter to promote your chapter on their website and social media
- Advertise locally - locality newsletters, other ICC chapters, conferences, expos
- Building safety month events
- Build connection and community through high schools, community colleges, and trade programs

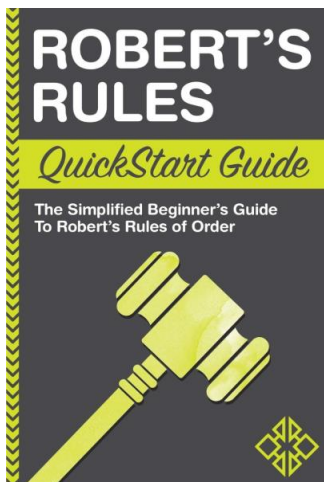
What's Next?

- Formally request subchapter approval from national WICED chapter (letter and bylaws to national chapter board for review and approval)
- Your new chapter will need to obtain an Employer Identification Number (EIN) from the IRS. This will identify your chapter's tax account and allow you to accomplish legal responsibilities such as opening the chapter's bank account. For more info or to [apply online](#).



What's Next? (continued...)

- Set your bank account; remember that two people should have account access, and be sure to set up an account with minimal fees
- Set up your chapter website and social media channels – get the word out.
- Share your links with the national WICED
- Familiarize yourself with Roberts Rules of Order



CONGRATULATIONS you're now a new WICED chapter!

What now?

- If your chapter will want to accept donations a [nonprofit status 501c3](#) should be applied for within 15 months of chapter establishment. There is an application fee so plan ahead.
- Set your meeting schedule for your Board of Directors and Membership
- Hold your first official meeting and vote in the Board of Directors
- Apply for ICC chapter status
- Apply to be an ICC preferred provider

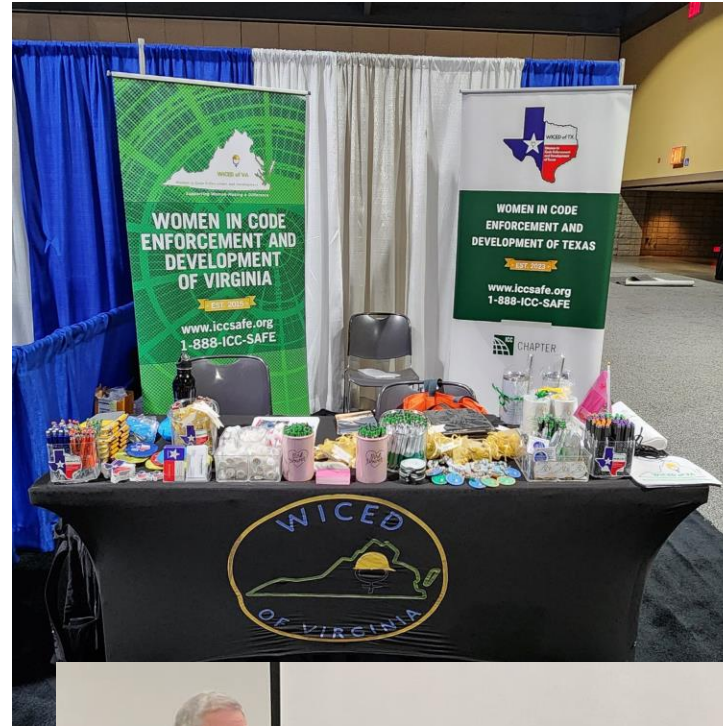


Additional Information – Take Note!

- The initial bylaws are approved by the national chapter; subsequent changes are provided to the national chapter, but no approval process is required
- Per the national chapter bylaws, local chapters pay an annual fee to the national chapter
- Local chapter members receive a national chapter membership with their local chapter membership
- Be aware of scammers who find the board's contact information online and pose as board members requesting funds to forward or something similar.

Resources

- wiced@wicedicc.org
- [ICC Chapter website](http://www.iccsafe.org)
- [IRS – EIN](#)
- [IRS – nonprofit status](#)



Thank you!

