



IIC Local Chapter FAQs

Who can form a Local Chapter?

Any certified member of the IIC in good standing may request to form a local chapter.

How do I go about organizing a new local chapter?

Local chapters must be approved by the Office of the Chairman. The formal process starts with the submission of a Petition. All forms and instructions are available from the Office of the Chairman at chairman@theiic.org. The informal process can start with a simple email to the Chairman to discuss the feasibility of starting the local chapter in your geographical area.

How many people are needed to form a chapter?

Presently there are no minimums established; however, a local chapter must have the four officer positions filled. Initially, these may be appointed or volunteers. All initial officers must be certified members in good standing and must be approved by the Chairman. As a guideline, a chapter should have at least 10 members in order to be chartered, but less will be allowed based on approval by the Chairman.

Why should I join a local chapter?

Local chapters give you the opportunity to meet with other internal controls professionals in your area and build strong business and personal relationships with those professionals. Chapters also provide quality, inexpensive training on all the latest topics in internal controls.

Can any person join a chapter?

Only IIC members can join a chapter. Other individuals may be affiliated with the chapter and attend chapter meetings as guests but they are not permitted to join the chapter. These individuals are encouraged to join the IIC to begin enjoying the benefits of membership and to be eligible to join the chapter. Local chapters are also encouraged to allow members from other professional groups with which the IIC has cooperative agreements to share resources. IIC member's only pricing should be offered based on the cooperative agreements among these organizations.

How do we find other members who might want to join a chapter?

Contact the Office of the Chairman for assistance.

Can there be more than one chapter serving the same community?

Chapters are not chartered with exclusive "rights" to a community of interest so it is permitted. However, in general, unless there is a demonstrated need due to a large geographical area, it is unlikely. If a chapter is too large to manage with the resources available to it then a second chapter would be considered.

Can organizations join a chapter?

No. Chapters are made up of individual members.

How much extra does it cost to join a chapter?

There is no fee charged by the IIC to join a chapter. A chapter may charge a fee as part of its membership model. The chapter may also collect fees for participation in its activities.

How much do chapters charge for their meetings?

Meeting fees vary with each chapter and it is recommended you contact the chapter closest to you to learn more about their meeting and training schedules.

How often do chapters meet?

The number of meetings held annually is at the discretion of the officers of the chapter; however, it is recommended that the chapters meet at least once quarterly or four times a year. Chapters can meet monthly, bi-monthly or quarterly. Many chapters also hold one and two-day training events.

How long are the meetings?

Most chapters have meetings that last 1-2 hours, which are sometimes combined with a meal. All-day events are generally eight hours.

Are there volunteer opportunities available?

There are many volunteer opportunities in a chapter. Volunteering gives you the chance to develop your leadership skills while serving in your local community.

Can non-members attend meetings?

Any member can invite a non-member question to attend meetings. For training conferences non-members should be encouraged to attend to increase revenue. In instances where attendance must be capped, it is highly suggested that members be given first priority. Fees for non-members typically are higher than fees for members. Note that non-members are also a source for new membership.

Must members be certified as a CICA or CCS?

No, members need not be certified. However, officers of the Chapter must be certified as a CICA or CCS and be a member of the IIC in good standing.

Do Local Chapters Need to Incorporate or File for Non-Profit Status?

Typically in order to open a bank account, the chapter needs to be recognized as a legal entity, either through incorporation or as a professional organization or one of the other legal entities. Once this is completed the organization may file with IRS and their State for non-profit status. The IIC does not provide legal advice. You may want to contact an officer from the local chapter of the ACFE, ISACA, IIA, etc., to see how they are set up.