STANDING RULES ARE PROCEDURES

(1) WHICH ARE RELATED TO THE DETAILS OF THE ADMINISTRATION OF A SOCIETY RATHER THAN TO PARLIAMENTARY PROCEDURE

(2) WHICH CAN BE ADOPTED OR CHANGED UPON THE SAME CONDITIONS AS ANY ORDINARY ACT OF THE SOCIETY

From ROBERT'S RULES OF ORDER, NEWLY REVISED
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Date: 2017

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<th>APPROVAL</th>
<th>Date:</th>
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<td>V4.0 2017 ISSA New England Board of Directors</td>
<td>June 6, 2017</td>
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<td>V2.0 2002 New England ISSA Board of Directors</td>
<td>September 26, 2002</td>
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<td>V1.1 2002 New England ISSA Board of Directors</td>
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<td>David Sawin, Chip Seymour, Maureen Touhey, Dave Dumas, Robin Wheeler, Rich Van Horn, Bob Johnston, Greg Dunne, Candy Alexander, Dave Cullinane, Jerry Isaacson, Ed Norris, Steve McIntosh, Thomas Austin, Gary Dougherty, Andrea Morin, David Hydorn, Diane Pepero, Kevin Keener</td>
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<td>Bobbi Bookstaver, Tasneem Nipplewala, D.Kate Borten, Robin Wheeler, Aida Mezrahi, Ed Norris, David Dumas, Shukong Ou, Bill Mish, Steve Moscarelli</td>
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I. Introduction

STANDING RULES are those motions which establish a policy of the Chapter which is valid until rescinded or modified by a subsequent motion or rendered invalid by, or incorporated into, new or amended By Laws.

The name of this organization is the New England Chapter, hereafter referred to as the "Chapter" of the Information Systems Security Association, Inc., hereafter referred to as the “Association”).

II. Board of Directors

II.I Reimbursement of Board of Directors Association and Chapter Dues

After one year of active involvement on the Chapter Board of Directors, Board of Directors are eligible, if their employers are not paying for their dues, for the Chapter to reimburse both the Association and Chapter dues on those members’ membership renewal dates.

II.II Recognition of Outgoing President

The outgoing President of the Chapter will receive a gift from the Chapter at the last Chapter meeting of their term in appreciation of their contributions to the Chapter.

II.III Elections

All candidates will submit short bios to the Chairperson of the Election committee. These bios must be received by the Chairperson of the Election committee for the candidate to be eligible for election to the Chapter Board of Directors.

II.IV New England ISSA Training Events

On a space available basis Chapter Board of Directors shall be able to attend any ISSA New England Training Event for free as long as there are sufficient Chapter funds and the cost of the individual training event is not more than $100.00 per attendee. Chapter Board of Directors are eligible for a discount of $100 for any ISSA New England Training Event that is more than $100.00 per attendee.

II.V Continuing Professional Education (CPE) credits

Chapter Board of Directors may be awarded Group A CPE’s for hours volunteered on the Board that are directly related to Chapter Meeting planning.

Chapter Board of Directors may be awarded up to Group B CPE’s, up to 10, based on their volunteer efforts.

A hardcopy CPE certificate will be given to Board Member documenting the CPE’s granted.
Chapter Board of Directors are responsible for submitting granted CPE’s on their own behalf.

III. Vendors/Sponsors

III.I Rotation of Vendors/Sponsors at Chapter Meetings

Sponsors of the Chapter will be given first option of presenting in the Vendor slot at Chapter meetings. All Sponsors will be given the opportunity to present before a Sponsor is asked to present again at a meeting. If no current Sponsors are able to present at Chapter meetings, outside vendors will be considered.

Chapter Sponsors will not present more than once a year in the Vendor slot.

III.II Rotation of Speakers at Chapter Meetings

Speakers will only be asked to present once a year at Chapter Meetings.

III.III Recognition for General Meeting Speakers

A token of recognition will be presented to General Meeting Speakers, that present in a non-marketing capacity, from the Chapter in appreciation of their contribution to the Chapter.

III.IV Sponsorship

Sponsors may provide and/or display product literature at General Membership Meetings. Sponsors may also setup free standing or tabletop exhibits, if logistical space is available and approved in advance by the Chapter Board of Directors. Sponsors are responsible for bringing materials and/or displays to the meeting and retrieving any materials or displays leftover after the meeting.

Relevant not-for-profit Organizations, who are not sponsors, may display their product literature free of charge with the same stipulations as Sponsors.

IV. Members

IV.I Violation of the Code of Ethics or Membership requirements

If a member violates the Association’s Code of Ethics or membership requirements, the instance and supporting evidence will be brought before the Chapter Board of Directors for discussion and the possible referral to the Association Board of Directors for further investigation and action(s). Such referral does not terminate the membership of the member from the Chapter or the Association.

All evidence of violations must be based on fact, such as first hand knowledge, a conviction, or sanctions by other professional organizations. The Board of Directors will not take action on
suggestions of code violations that are not supported by such factual evidence.

IV.II Privacy of Member Information

The New England ISSA Chapter Membership information/listing, in whole or part, will not be shared with any other organization, or Chapter sponsor. Chapter Meeting locations requesting attendees lists for security/receptionist check in will only be given Meeting Attendee Name.

IV.III Non-Members

Non-Members may be invited to regular meetings. Non-member’s will be approached to become a Chapter member. Some meetings may require a fee for non-member attendance. In general, the non-member fee is $35.00 for a non-member to attend General Chapter Meetings. See Section V1.III Fee Structure for further information. Non-member fees for other Chapter meetings and events will be determined by the Board of Directors and announced with sufficient notice.

IV.IV Guests

Guests of the Host organization may be invited to regular meetings. The Host organization is eligible for members of their workforce to attend General Chapter Meetings held at their site, on a space available basis. Presenters during General Chapter Meetings are eligible to bring 1 guest with them, on a space available basis. Other Guests will be considered on a request-by-request basis, at the discretion of the Chapter Board of Directors. In general, Guests are not approached to become a Chapter member. Guests in excess of the stated allotment will be charged the non-member attendance fee.

V. Advertisements

V.I Training / Seminars offered by other organizations

Notices of training or seminars offered by Chapter Sponsors and not-for-profit organizations may be advertised on the New England ISSA website. Limitations for advertising do not preclude the Chapter from maintaining a “Calendar of Events” on the web site or elsewhere that may include commercial, in addition to non-profit events. Announcements for Chapter Sponsors and not-for-profit organizations may be included as a footnote in other Chapter related email sent to our membership. Commercial events may also be included in the emails, at the discretion of the Chapter Board of Directors, if the event offers a discount to all Chapter members.

Events must coincide with the Associations and Chapters Purpose and Objectives, as defined in the Bylaws.

V.II Positions Wanted / Job Vacancies Postings

As a service to ISSA members, the Association has an ISSA Career Center area on the
VI. Meetings

VI.I Meeting Day of Week

The day of the week will be alternated among Tuesday, Wednesday and Thursday to help ensure Chapter members who have standing commitments on specific days of the week will be able to attend Chapter meetings.

VI.II Meeting Themes

Where possible, a theme should be developed for each General Membership Meeting. In general a Managerial Presentation and a Technical Presentation of a similar topic should be scheduled together. The Sponsor presentation does not have to be in line with the Meeting Theme, as the Sponsorship Director will ensure a Sponsor is identified for each General Membership Meeting.

VI.III Fee Structure

The suggested fee structure of General Chapter Meetings is as follows:

- ISSA New England Chapter Member: Free.
- ISSA Member but not member of New England Chapter (includes Members at Large): Free.
- Non-ISSA Member: $35.00
- Note: Employees from the venue hosting the event are allowed to attend for free as our “thank you” for hosting the meeting (must bring id badge or other proof that the attendee works at the venue).

VI.IV Credit Card Payments

- Card holder account data will not be collected or stored on any ISSA-NE website, or held/transmitted by any member of the Chapter Board.
- The Chapter will only utilize a Secure Payment Gateway provider to accept and process payment cards for Chapter events.
- Credit card payment will not be accepted for Sponsorship payments.
- Cash refunds will not be issued for payment card transactions.

VII. Communications

VII.I Standard Communication

A regularly-scheduled communication for which a well-defined creation and distribution process exists. Standard communications are typically listed as Tasks in the Calendar on INEBOD.
Examples of standard communications and the Board Member who can approve the distribution of the standard communication are:

- Officer Elections (both annual and bi-annual): Immediate Past President.
- Chapter Meeting notifications: Vice President.
- Educational Event notifications: Education Director.
- Sponsor communications: Corporate Sponsor Relations Director.
- Round Table notifications: Vice President or Past President.

**VII.II Non-standard Communication**

A one-time or not regularly-scheduled communication that does not have a well-defined process associated with its creation and distribution. Non-standard communications need majority approval prior to distribution by the President, Vice President, Treasurer, and Recording Secretary. Examples of non-standard communications are:

- Marketing materials (e.g., brochures, press releases).
- Requests for proposals.
- Surveys.
- Contest announcements.
- Special events.