



**Standing Rules
Of the
Information Systems Security
Association, Inc.
New England Chapter**

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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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V4.0 2017	Bobbi Bookstaver, Tasneem Nipplewala, D.Kate Borten, Robin Wheeler, Aida Mezrahi, Ed Norris, David Dumas, Shukong Ou, Bill Mish, Steve Moscarelli

I. Introduction

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2 STANDING RULES are those motions which establish a policy of the Chapter which is valid
3 until rescinded or modified by a subsequent motion or rendered invalid by, or incorporated into,
4 new or amended By Laws.
5

6 The name of this organization is the New England Chapter, hereafter referred to as the "Chapter"
7 of the Information Systems Security Association, Inc., hereafter referred to as the "Association").
8
9

II. Board of Directors

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

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14 After one year of active involvement on the Chapter Board of Directors, Board of Directors are
15 eligible, if their employers are not paying for their dues, for the Chapter to reimburse both the
16 Association and Chapter dues on those members' membership renewal dates.
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II.II Recognition of Outgoing President

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20 The outgoing President of the Chapter will receive a gift from the Chapter at the last Chapter
21 meeting of their term in appreciation of their contributions to the Chapter.
22

II.III Elections

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25 All candidates will submit short bios to the Chairperson of the Election committee. These bios
26 must be received by the Chairperson of the Election committee for the candidate to be eligible
27 for election to the Chapter Board of Directors.
28

II.IV New England ISSA Training Events

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31 On a space available basis Chapter Board of Directors shall be able to attend any ISSA New
32 England Training Event for free as long as there are sufficient Chapter funds and the cost of the
33 individual training event is not more than \$100.00 per attendee. Chapter Board of Directors are
34 eligible for a discount of \$100 for any ISSA New England Training Event that is more than
35 \$100.00 per attendee.
36

II.V Continuing Professional Education (CPE) credits

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38
39 Chapter Board of Directors may be awarded Group A CPE's for hours volunteered on the Board
40 that are directly related to Chapter Meeting planning.
41

42 Chapter Board of Directors may be awarded up to Group B CPE's, up to 10, based on their
43 volunteer efforts.
44

45 A hardcopy CPE certificate will be given to Board Member documenting the CPE's granted.

46 Chapter Board of Directors are responsible for submitting granted CPE's on their own behalf.
47

48 **III. Vendors/Sponsors**

49 **III.I Rotation of Vendors/Sponsors at Chapter Meetings**

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51
52 Sponsors of the Chapter will be given first option of presenting in the Vendor slot at Chapter
53 meetings. All Sponsors will be given the opportunity to present before a Sponsor is asked to
54 present again at a meeting. If no current Sponsors are able to present at Chapter meetings,
55 outside vendors will be considered.
56

57 Chapter Sponsors will not present more than once a year in the Vendor slot.
58

59 **III.II Rotation of Speakers at Chapter Meetings**

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61 Speakers will only be asked to present once a year at Chapter Meetings.
62

63 **III.III Recognition for General Meeting Speakers**

64
65 A token of recognition will be presented to General Meeting Speakers, that present in a non-
66 marketing capacity, from the Chapter in appreciation of their contribution to the Chapter.
67

68 **III.IV Sponsorship**

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70 Sponsors may provide and /or display product literature at General Membership Meetings.
71 Sponsors may also setup free standing or tabletop exhibits, if logistical space is available and
72 approved in advance by the Chapter Board of Directors. Sponsors are responsible for bringing
73 materials and/or displays to the meeting and retrieving any materials or displays leftover after the
74 meeting.
75

76 Relevant not-for-profit Organizations, who are not sponsors, may display their product literature
77 free of charge with the same stipulations as Sponsors.
78

79 **IV. Members**

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

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82
83 If a member violates the Association's Code of Ethics or membership requirements, the instance
84 and supporting evidence will be brought before the Chapter Board of Directors for discussion
85 and the possible referral to the Association Board of Directors for further investigation and
86 action(s). Such referral does not terminate the membership of the member from the Chapter or
87 the Association.
88

89 All evidence of violations must be based on fact, such as first hand knowledge, a conviction, or
90 sanctions by other professional organizations. The Board of Directors will not take action on

91 suggestions of code violations that are not supported by such factual evidence.

92

93 **IV.II Privacy of Member Information**

94

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

98

99 **IV.III Non-Members**

100

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

107

108 **IV.IV Guests**

109

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

117

118

119

V. Advertisements

120

121

V.I Training / Seminars offered by other organizations

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

130

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

133

V.II Positions Wanted / Job Vacancies Postings

134

135

136 As a service to ISSA members, the Association has an ISSA Career Center area on the

137 Associations website. Members should utilize the Associations offering for related services.
138

139 **VI. Meetings**

140 **VI.I Meeting Day of Week**

141 The day of the week will be alternated among Tuesday, Wednesday and Thursday to help ensure
142 Chapter members who have standing commitments on specific days of the week will be able to
143 attend Chapter meetings.
144

145 **VI.II Meeting Themes**

146 Where possible, a theme should be developed for each General Membership Meeting. In general
147 a Managerial Presentation and a Technical Presentation of a similar topic should be scheduled
148 together. The Sponsor presentation does not have to be in line with the Meeting Theme, as the
149 Sponsorship Director will ensure a Sponsor is identified for each General Membership Meeting.
150

151 **VI.III Fee Structure**

152 **The suggested fee structure of General Chapter Meetings is as follows:**
153

- 154 • ISSA New England Chapter Member: Free.
- 155 • ISSA Member but not member of New England Chapter (includes Members at Large):
156 Free.
- 157 • Non-ISSA Member: \$35.00
- 158 • Note: Employees from the venue hosting the event are allowed to attend for free as our
159 “thank you” for hosting the meeting (must bring id badge or other proof that the attendee
160 works at the venue).
161

162 **VI.IV Credit Card Payments**

- 163 • Card holder account data will not be collected or stored on any ISSA-NE website, or
164 held/transmitted by any member of the Chapter Board.
- 165 • The Chapter will only utilize a Secure Payment Gateway provider to accept and process
166 payment cards for Chapter events.
- 167 • Credit card payment will not be accepted for Sponsorship payments.
- 168 • Cash refunds will not be issued for payment card transactions.
169

170 **VII. Communications**

171 **VII.I Standard Communication**

172 A regularly-scheduled communication for which a well-defined creation and distribution process
173 exists. Standard communications are typically listed as Tasks in the Calendar on INEBOD.
174

181 Examples of standard communications and the Board Member who can approve the distribution
182 of the standard communication are:

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

188

189 **VII.II Non-standard Communication**

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

- 195 • Marketing materials (e.g., brochures, press releases).
- 196 • Requests for proposals.
- 197 • Surveys.
- 198 • Contest announcements.
- 199 • Special events.

200

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