



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

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STANDING RULES are those motions which establish a policy of the Chapter which is valid until rescinded or modified by a subsequent motion or rendered invalid by, or incorporated into, new or amended By Laws.

## **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 up to 40 CPE's per year, based on their volunteer efforts. A hardcopy CPE certificate will be given to Board Member documenting the CPE's granted. The Chapter Certification Director is responsible for electronically submitting CPE credits on behalf of Chapter Board of Directors to ISC<sup>(2)</sup>. Chapter Board of Directors are responsible for submitting granted CPE's to other organizations on their own behalf. CPE Credits will be awarded by the Chapter President, or their designee, based on the following guidelines.

40 CPEs

- Must serve as a volunteer for the entire year with Regular and constant participation
- The activities must involve a minimum of 40 hours of effort.

20 CPEs

- Irregular or part-time for the entire year or regular and constant participation for half a year
- The activities must involve a minimum of 20 hours of effort.

10 CPEs

- Infrequent participation by a member serving in a volunteer position
- The activities must involve a minimum of 10 hours of effort.

5 CPEs

- One-time participation by a member serving in a volunteer position
- The activities must involve a minimum of 5 hours of effort.

No CPEs

- No credit will be individuals who do not participate in at least 25% of associated activities, or expend a minimum of 5 hours of effort in contributing in some way to the work of the Association.

### **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 or trial member. Some meetings may require a fee for non-member attendance. In general, the non-member fee is \$40.00 for a non-member to attend General Chapter Meetings. Non-member fees for other Chapter meetings and events will be determined by the Board of Directors and announced with sufficient notice. If a non-member signs up to be a member or trial member at the event, that person is eligible for all Chapter membership benefits.

### **IV.IV Guests**

Guests 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 guests 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 or trial member.

### **IV.V Trial Members**

Chapter Trial members are not required by the Chapter Board of Directors to pay Chapter dues during their 90 day trial membership. The Chapter Board of Directors will work with the Association to help ensure trial members are not charged Chapter dues during their 90 day trial period. Trial members will be required to pay Chapter Dues upon signup for full Chapter membership.

Trial members are entitled to attend General Chapter Meetings at the Member rate. Trial Members may be required to pay Non-Member fees for Chapter events not designated as General Chapter Meetings, at the discretion of the Chapter Board of Directors.

## **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 New England ISSA members, we will post “Positions Wanted” and “Job Vacancies” on the member-only Yahoo New England ISSA Career forum. The New England ISSA web site or E-mail to our membership will not be utilized for these types of announcements. Postings can be removed at any time at the request of the individual, organization or agency by contacting the NE-ISSA yahoo moderator. Postings may automatically be removed after ninety (90) days.

The New England ISSA Board of Directors has the right to refuse any posting. Job Postings must coincide with the Associations and Chapters Purpose and Objectives, as defined in the Bylaws.

## **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

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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.