



ISSA

Information Systems Security Association

How to Start A New ISSA Chapter

For questions and assistance contact:

ISSA CHAPTER RELATIONS

chapter@issa.org

703-382-8205 Local/International

703-495-2973 Fax

ISSA International Headquarters

1964 Gallows Road Suite 310

Vienna, VA. 22182 USA

www.issa.org

Set the Standard for Information Security

Your initiative and leadership in establishing an ISSA chapter in your community will ensure the professionals entrusted with sensitive data are on the cutting edge of innovation and abide by the pre-eminent standards of ethics for the industry. We thank you for your interest and look forward to working with you and your team of volunteers to develop a strong chapter and create a positive professional experience for you and your peers. Please do not hesitate to contact us whenever you have questions, need assistance or want to brainstorm.

The steps we have put in place are designed to build the foundation and infrastructure to foster an enduring chapter. This workbook is your step by step guide with explanations and tips.

The 12 Steps of Chapter Formation

€ Define your geographic boundary

- € Recruit a minimum of 10 paid chapter members
- € Select a chapter name
- € Adopt chapter bylaws
- € Establish chapter dues
- € Elect chapter officers
- € Establish a regular meeting schedule
- € Submit minutes for three meetings
- € Complete and submit chapter application
- € Apply for your US tax identification number, under ISSA's group exemption
- € Open your chapter bank account
- € Establish direct deposit of chapter dues distribution into your bank account

Define the Geographic Boundary

To define the geographic boundary, we recommend drawing a 50-mile/80-km radius around your city. In highly populated areas, the geographic region may be smaller to reduce the required commute time and encourage meeting attendance. In countries and states with no existing ISSA chapters, the initial reach may be greater, but the official boundaries should remain within the guidelines in consideration for future chapter development based on population growth.

You may submit your chapter boundaries via a map or list of zip codes. For a map, see the chapter directory on www.issa.org. This also shows you the closest existing chapters.

Recruit Members

Assembling steering committee of 3-5 respected peers is the most effective way to begin the formation of your chapter. The steering committee allows you to share the workload and increase your outreach to your professional community through each member's unique sphere of influence.

A personal invitation from a respected colleague is always best, whether it be a phone call, an offer to accompany to a meeting or by email. There are a variety of ways your steering committee, members and ISSA International can help you build membership. New members may join online at www.issa.org. Current ISSA members in the middle of their membership years who wish to change or add a chapter affiliation should contact the ISSA Chapter Relations Manager, chapter@issa.org. Every ISSA member must agree to abide by the Code of Ethics: <http://www.issa.org/?page=CodeofEthics>

1. Develop a list of local industry leaders and peers who you and your steering committee would like to meet with on a regular basis. Divide the list among your volunteers asking each one to extend personal invitations to your next meeting. Continue building your list and making personal contact for subsequent meetings. Ask for permission to keep prospective members informed of meetings and activities.
2. ISSA can provide a list of current members in your geographic region upon receiving your completed Chapter Contact List Agreement (enclosed).
3. Publicize your meetings on ISSA's Calendar of Events. Simply complete the Chapter Event Submission Form (enclosed) and we will post your meeting on the calendar. As space permits, chapter events will also be included in the biweekly eNews to members and the ISSA Journal.
4. Initiate a member guest program. Ask your steering committee, members and vendors to invite one colleague or client not yet involved in the chapter to each meeting.
5. Conferences and Trade Shows. Consider hosting a booth at a local industry conference or trade show. Many organizations will offer complimentary booths to nonprofit organizations like ours. If a free booth is not an option and you have members with CISSPs who are willing to help staff a booth, contact the ISSA Chapter Relations Manager at chapter@issa.org at ISSA International about sharing a booth with (ISC)².

Guidelines for Selecting Your Chapter Name

The name of your chapter should be descriptive of the unique geographic region, meaningful to the members and readily recognizable to prospective members. We encourage using your city name as your chapter may be listed alphabetically as well as geographically on the website.

Names that might duplicate or be confused with existing chapters and overly broad names such as your entire state or country (which might cause future confusion as new chapters are established) should be avoided.

Adopt Chapter Bylaws

Templates for US and international chapters have been developed for your convenience. The templates include the basic legal requirements and provide a consistent framework for all chapters. You can simply fill in the blanks of the template.

Chapters do have the option to add elements to the bylaws to suit their operations and needs. Additions to the bylaws must be reviewed and approved by ISSA International to ensure they do not conflict with ISSA bylaws or other legal requirements. Your bylaws provide the broad framework for your chapter's governance and operations. Once adopted, any changes to your bylaws need to be presented to your members with 20 days advance notice and ratified by a majority. You may wish to develop separate, more detailed policies and procedures, which may be more readily adapted over time.

Set Chapter Dues

The dues you assess your members are collected on your behalf by ISSA International and help you fund chapter operations. Your chapter has the discretion to set dues in whatever amount you deem appropriate for your needs. Average chapter dues are \$25 though they range from no dues to \$100. Chapter dues for your founding members are waived for the first year. In lieu of those dues, ISSA will provide your chapter with \$250 seed money once your bank account is opened and direct deposit is established. Subsequently ISSA will make a monthly deposit to your account for any dues collected.

Elect Chapter Officers

Your chapter will need at least a president, secretary and treasurer. Job descriptions for these officers are included in the bylaws. Elections should be conducted in accordance with the bylaws you have just adopted.

You may choose to create a board of directors with additional officers and directors, such as vice president, membership director, program chair, etc. See the Sample Language for Optional Officers and Directors in the bylaws template for examples.

Establish a Regular Meeting Schedule

The frequency of your meetings is at your discretion. Most chapters meet monthly though they may take the summer off. Some chapters meet quarterly. Additionally, a regular day (i.e. the third Thursday of the month) and location is desirable because it makes it easier for your

members to plan and include your meetings in their schedules. We encourage you to establish and publicize the meeting schedule for your first year.

Meeting Content

Your meetings should be designed to meet the professional needs of your members. Presentations and educational offerings at ISSA meetings often qualify for continuing education credits for your members and guests.

The formats typically chosen by chapters include:

- Technical presentations by ISSA members, recognized leaders of information security or vendors. Vendor presentations should be informational and vendor neutral. Ideally, vendor marketing and sales reps would identify someone within their company (i.e. product developer, information security practitioner) to make the presentation.
- Round table discussions among peers to bring your collective expertise to solving real issues.
- Conferences with speakers and topics recommended by chapter members
- Opportunities to socialize and build those peer relationships with your professional colleagues.

Social and networking activities enable your members to get acquainted and build relationships with peers and industry leaders. Consider providing name tags to make it easier for members to introduce themselves.

Conduct First 3 Meetings and Prepare Minutes

- Set the date, time and place
- Create an agenda
- Serve refreshments
- Document attendance and get contact information from guests/new members and permission to notify them of future meetings
- Conduct business
- Invite guests to join

Following the meeting, prepare minutes (sample enclosed) and email The ISSA Chapter Relations Manager, chapter@issa.org. Consider asking steering committee to call each guest to thank them for coming, answer any questions, get feedback and encourage them to join.

Complete and Submit Chapter Application

This is your formal application to become an active and official ISSA chapter. The form must be accompanied by the following documents:

- Chapter bylaws
- Chapter boundary map
- List of your founding officers and members including ISSA membership ID numbers and contact information not already included in their membership records.

- Minutes of three chapter meetings

Upon approval of your application, ISSA staff will:

- Add your chapter to the ISSA website
- Forward a copy of the Chapter Operations Reference Manual to your Chapter President
- Prepare your chapter charter certificate

Apply for Your US Tax Identification Number

ISSA is incorporated in the U.S. as a nonprofit organization with a 501(c)(6) professional organization or business tax status. The Internal Revenue Service (IRS) requires each chapter to have an Employer Identification Number (EIN) to document that the chapter is part of ISSA. U.S. chapters will also need this number to open a bank account.

As soon as your chapter application is approved, ISSA staff will provide instructions to apply for your EIN number and send it to your President. Your President should sign the form and return it to ISSA.

Open Your Chapter Bank Account

To establish a bank account in the U.S. you will need to have your EIN number. Your EIN number will be listed on Form SS-4 from the IRS (see the above step - Apply for Your US Tax Identification Number). In addition to your EIN number you will need to bring in your corporate minutes that list who your chapter officers are and whom will be a signer on the bank account.

Usually the signers will be the President and Treasurer. Both should be present to sign the signature card when the account is opened.

Establish Direct Deposit

If your chapter has chapter dues, you will need to authorize ISSA to make bank-to-bank deposits for your monthly distribution of dues we have collected on your behalf. All you need to do is complete the Direct Deposit Authorization form (enclosed) as soon as your bank account is opened. Enclose a voided check from your account with the form and send it to:

ISSA International Headquarters
1964 Gallows Road Suite 310
Vienna, VA. 22182 USA

Resources Available from ISSA International

www.issa.org

ISSA International's website offers a wide range of resources for chapter members and leaders. Members can join and renew online, get information on upcoming events and educational opportunities and associated discounts, and access news. Chapter Presidents and Membership Directors have the ability to download their membership lists from the ISSA International database. Valuable resources for chapter management are available for all officers.

[ISSA Connect](#)

ISSA's professional networking site allows member, chapter leaders and International Board of Directors to interact to Network. Collaborate. Learn Excel.

Members have instant access to a global network of trusted colleagues to collaborate and address the threats and challenges that face us today and tomorrow. They can also access ISSA Journal articles (past and current) start discussions and post questions to the article's author.

[Chapter Communities on Connect](#)

While Connect supports international collaboration through members, it also offers chapters a unique way to interact with their members. Chapters have the opportunity to create communities, for the use of chapter member interaction, as well as, restricted groups which offer a central location to post internal documents and hold chapter board discussions.

[Chapter Website and Email](#)

Chapter websites can be hosted on the ISSA server free of charge. Website design, content and maintenance are currently the responsibility of the chapter.

Email addresses can be established for officers of your chapter if your website is hosted on the ISSA server. Spam protection is in place, but how you list the chapter email addresses on the web site can make it easier or harder on automated address collectors.

Logos

All materials prepared and distributed by ISSA chapters –websites, brochures, fliers, business cards- must include the logo in its approved form. The high resolution version is recommended whenever possible. Chapters may choose to add text or graphics to the logo to differentiate chapter materials. The official ISSA logo should always be used in addition to any chapter designation.

The official ISSA logo may not be used by any other organization without the express written consent of the ISSA International Board. The logo may be used on materials for educational events sponsored by ISSA and online links to the ISSA website from official sponsors at either the local or international level.

The logo may not be used on non-ISSA materials without prior written permission.

Chapter Officers Newsletter

FYI is a monthly communication to chapter leaders with association updates and tips on chapter management. In order to receive this publication, you must be on record as a chapter officer and given permission (via your membership profile) to receive ISSA email.

eNews

An electronic newsletter is distributed biweekly to all active members who have given permission to receive ISSA email.

ISSA Calendar of Events

Your chapter meetings, conferences and growth events can be publicized on ISSA website and, based on availability, in E-News and the ISSA Journal. Chapter events will be given preference in E-News and the Journal once sponsorship commitments have been met. Events can be added to the calendar by completing the Chapter Event Submission form (below) or by contacting the Chapter Relations Manager, chapter@issa.org.

Publicize Events to {ISC}² Members

We can arrange to send a meeting announcement to members of (ISC)² in your geographic region. It is recommended that meeting notices be sent at least four weeks in advance to give invitees time to plan for attendance.

Membership Brochures and ISSA Journals

Membership brochures and back copies of the ISSA Journal can be provided to help with membership recruitment. We also have brochures for organizational membership.

Banners and Displays

Limited quantities of table drapes, pop-up displays and banners with the ISSA Logo are available. Items must be returned no later than two (2) weeks after the event.



CHAPTER CONTACT LIST AGREEMENT

I agree that the list of members that ISSA will supply to me shall not be used for any other purpose than to help form and/or maintain an ISSA chapter. I agree that any correspondence or telephone conversations with the members on this list shall be for the expressed purpose of ISSA chapter business.

Note: If chapterhood is not achieved in the startup period of six months, this agreement shall survive.

Fax or mail this completed document to:
ISSA Headquarters
1964 Gallows Road Suite 310
Vienna, VA. 22182 USA
703-495-2973

Upon receipt of this fully completed, signed document, ISSA will supply you with Excel file of members in your area. Please allow two weeks to receive the information.

Proposed Chapter Name: _____

Requestor's Name: _____
First Last

Email Address: _____

Search Criteria for potential members:

ZIP CODES	or AREA CODES	or STATE/PROVIDENCE	or COUNTRY
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

YOUR SIGNATURE: _____

Contact information (please print):

Address: _____

City: _____ State/Providence: _____

Zip Code: _____ Country (if outside U.S.): _____

Phone: _____ Fax: _____

Office use only: _____

SAMPLE OUTLINE FOR MEETING MINUTES

Chapter Name (or working title)
Information Systems Security Association

Date:

Location:

Those Present: List members and guests separately.

Those Absent: List members only.

The meeting was called to order at (time) by (presiding volunteer or officer).

A motion was made by (name) to approve the minutes of the (date of last meeting) meeting as presented (or as corrected). (Make note of any corrections.) The motion was seconded by (name) and approved.

Special Announcements

Reports from Chapter Officers (President, VP, Treasurer, etc.)

Reports of Special Committees (if any)

Document all decisions made by the group. Record exact wording of any motions and include the names of those who made and seconded them as well as the results of the vote.

Unfinished Business/Tabled Discussions (if any)

New Business

If the meeting included a presentation document title, speaker and brief overview of content.

Following a motion by (name) and second by (name), the meeting was adjourned at (time).

Respectfully submitted,

Name
(Chapter title, if any)



ISSA CHAPTER APPLICATION

Chapter Name: _____

Chapter Address: _____

City: _____

State/Province: _____

Country: _____

Zip/Postal Code: _____

Proposed Chapter Dues USD\$: _____

Chapter Officers and Board Members: President, Secretary and Treasurer are required. Please list name, ISSA membership number and position.

The following documents must be submitted:

- € Approved Chapter Bylaws, signed by officers
- € Chapter Boundary Map
- € List of 10 (ten) Founding Members (Including officers. List must include name, ISSA member number and any contact information not already included in their ISSA International membership record.)
- € Minutes of 3 (three) Chapter Meetings
- € Meeting Schedule for First Year (Including topics/themes)

Please Initial Acknowledgement:

_____Accept – Financial Reposting Obligations: The Chapter will adhere to all local/country laws and regulations regarding financial reporting for Not-For- Profit Chapter association.

_____Accept – Logo Use: We have read and agree to follow all regulations in the ISSA logo use policy.

_____Accept – Website Use: We allow ISSA to post the chapter name and contact information on the Chapter Directory.

This application is submitted on behalf of the proposed Chapter Officers, as listed above, by:

Signature: _____ Date: _____

Chapter Founding President (Print name): _____



NEW CHAPTER FOUNDING MEMBERS
(Minimum of 10 members including officers)

Chapter Name: _____

Name	Member#	Additional Contact Information
1. _____		
2. _____		
3. _____		
4. _____		
5. _____		
6. _____		
7. _____		
8. _____		
9. _____		
10. _____		



ISSA

Information Systems Security Association

New Chapter Founding Members

(Minimum of 10 including officers)

Chapter Name: _____

Name	Member #	Additional Contact Information
1. _____		
2. _____		
3. _____		
4. _____		
5. _____		
6. _____		
7. _____		
8. _____		
9. _____		
10. _____		

DIRECT DEPOSIT FORM
INFORMATION SYSTEMS SECURITY ASSOCIATION

CHAPTER: _____

TREASURER NAME: _____ **DATE:** _____

E-Mail to send the ACH or Wire information to:

CHAPTER NAME (as it appears on your bank statement):

MAILING ADDRESS FOR CHAPTER:

NAME OF BANKING INSTITUTION (if blank, we will mail checks to above address):

SWIFT NUMBER: _____

BANK ROUTING NUMBER:

BANK ACCOUNT NUMBER:

Is this a business account? ☐ Yes ☐ No

If no, please indicate the name(s) on the account:

PLEASE SEND THIS FORM TO:

ISSA Inc.
1964 Gallows Road
Suite 310
Vienna, VA. 22182
USA
Attn:
Chapter Relations

Or email to:
chapter@issa.org

ISSA HQ Deposit Information:

Please contact the Chapter Relations Manager, chapter@issa.org