



(ISC)² Official Chapter Handbook

Policies and Guidelines for Managing an (ISC)² Chapter

March 2020



CHAPTERS

Connect | Educate | Inspire | Secure



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INTRODUCTION

The Vision and Mission of (ISC)²

The (ISC)² vision of inspiring a safe and secure cyber world expands the (ISC)² mission and demonstrates our commitment to supporting and providing members and constituents with credentials, resources, and leadership to address cyber, information, software and infrastructure security and deliver value to society. We take pride in our reputation built on trust, integrity, and professionalism. And we're proud of our membership – an elite network of over 150,000 certified cyber, information, software and infrastructure professionals worldwide.

(ISC)² Chapter Program

The (ISC)² Chapter Program provides (ISC)² members and other security professionals with the opportunity for peer-to-peer networking with like-minded individuals to share knowledge, exchange resources, earn CPEs, and advance (ISC)²'s vision of a safe and secure cyber world. (ISC)² empowers its members to determine the focus, direction and goals for their chapter based on the interest and level of involvement of the entire chapter membership. The structure can be simple or complex depending on the chapter's mission and the amount of time and resources available in operating it.

For (ISC)², the goals for the Chapter Program are to:

- Strengthen connections among (ISC)² members and between (ISC)² and our members
- Enhance the (ISC)² member experience and improve value in membership
- Encourage non-(ISC)² credentialed professionals to participate, learn and contribute
- Advocate for the information security profession and (ISC)² certifications
- Educate and empower local communities on cyber security awareness and protection
- Mentor aspiring information security professionals
- Provide current and timely educational opportunities and professional resources
- Create a forum for information security professionals to collaborate on projects

Benefits of Chapter Membership

There are several benefits to being a member of an (ISC)² Chapter. Various opportunities consist of, but are not limited to, the following:

- Developing leadership skills by serving as a chapter officer, speaking at chapter meetings or special events, and mentoring credential seeking professionals
- Studying with colleagues for (ISC)² based and advanced credentials
- Earning CPEs by participating in professional activities
- Participating in co-sponsored events with other industry associations
- Assisting (ISC)² initiatives by speaking at industry events or writing articles for publication
- Participating in local community outreach or public service projects to educate people about cyber security

Focus Areas of (ISC)² Chapters

The explosive growth of this program is a testament to the passion of (ISC)² members for building a strong professional network and their desire to impact both their local and professional communities. With missions ranging from community outreach and social responsibility to leadership and mentoring, (ISC)² Chapters are a core component of (ISC)² and a focal point for the information security community.



The program tagline of **Connect | Educate | Inspire | Secure** indicates the core focus areas of our chapters and describes the journey that one would experience by being a chapter member. (ISC)² Chapters “connect” like-minded individuals to get “educated” by attending meetings, events and/or study groups offered by the chapter, who become “inspired” to help others through community and public service initiatives, and then ultimately “secure” the community by generating awareness and empowering others to protect themselves online.



Under each focus area, chapters can offer various activities based on their goals and member’s interests:

Connect	Educate	Inspire	Secure
Professional Networking Career Development Job Connections Knowledge Exchange Joint Opportunities Social Outings Fellowship	Industry Expert Presentations Study Groups Seminars/Workshops Curriculum Development Continuing Professional Education (CPEs)	Mentor Students Special Interest Groups Cybersecurity Awareness Advocacy for the Profession Leadership Development Professional Development Fundraising (Scholarships)	Teaching Others to be Safe Online (children and seniors) Form Partnerships with Public and Private Sector Collaborate on Cybersecurity Awareness Projects

(ISC)² Official Chapter Handbook

The (ISC)² Official Chapter Handbook was developed to provide chapter officers with information on current policies, practices and benefits, and serve as a reference tool to help with chapter operations. All officers should become thoroughly familiar with the policies and procedures contained in this handbook, as well as any additional updated information that may be communicated to you by (ISC)². Supporting information is available in the [Chapter Officer Portal](#).

If you have any questions, please email us at chapters@isc2.org



GOVERNANCE

Chapter Governance Overview

(ISC)² Chapters are independent of (ISC)², however chapters shall abide by the following:

Chapter Affiliation Agreement

This Agreement is a legally binding contract between your chapter and (ISC)². It outlines the relationship framework and the terms and conditions for your chapter operations. The nature of this agreement is to clearly detail the rights and responsibilities of both parties to ensure a solid and beneficial working relationship. *As indicated in the Agreement, an (ISC)² Chapter is not an “agent” or extension of (ISC)² and the chapter may not hold itself as such at any time.*

All chapters must sign the agreement in order to become an official chapter of (ISC)². A copy of your chapter’s signed agreement is located in your official chapter kit. A copy can also be requested by emailing chapters@isc2.org.

Chapter Bylaws/Governing Documents

Each (ISC)² Chapter must have bylaws, or other governing document, that comply with the terms set forth by the (ISC)² Chapter Affiliation Agreement. For the minimum requirements, refer to **Exhibit A - (ISC)² Chapter Governance Requirements** in the Agreement. This document serves as the rules which the chapter operates by, such as establishing member dues, types of meetings, election process, officer roles, how to resolve chapter conflict issues, etc. Sample bylaws are provided to chartering chapters to use as a model in establishing its own bylaws. These exact bylaws are not required of your chapter, and in fact, may not suffice for your particular jurisdiction. They are provided merely as a courtesy to serve as a sample to develop your own version.

An approved and updated copy of your bylaws or governance document must remain on file with (ISC)². Any amendment, alteration, or repeal to your bylaws should be noticed to (ISC)² **within 30 calendar days** of implementation, and the new bylaws should be resubmitted for (ISC)²’s records.

Legal Registration

Legal registration is the sole discretion and responsibility of the chapter. Chapters must ensure compliance with all tax, privacy, and local/state or district/national laws applicable in their country. When registering as a legal entity, it must be in the name of the chapter. The chapter is considered independent of (ISC)² and not controlled or managed by (ISC)² in any way except for the restrictions imposed by (ISC)² for the use of its mark, and those stated in the Chapter Affiliation Agreement. (ISC)² cannot provide any legal advice or assistance for these matters. Therefore, (ISC)² advises all members to seek legal advice in your local jurisdiction on any questions regarding the establishment of a legal entity. If you decide to legally register the chapter with the state or country as a corporation, not-for-profit, limited liability, etc., submit a copy of the documentation to (ISC)² for our records once completed.

Code of Ethics

All (ISC)² chapter members must agree to the [\(ISC\)² Code of Ethics](#) and are required to adhere to the highest standards of ethical behavior and act honestly and responsibly to protect the common good. (ISC)² chapter members who intentionally or knowingly violate any provision of the Code will be subject to action by a peer review panel, which may result in the revocation of certification (if applicable). (ISC)² Chapter members are obligated to follow the ethics complaint procedure upon observing any action by an (ISC)² chapter member that breach the Code. Failure to do so may be considered a breach of the Code pursuant to Canon IV.



Privacy Policy

(ISC)² established a Privacy Policy to demonstrate its firm commitment to the privacy of its members. With this policy, (ISC)² cannot release any personal contact information on its members for use of the chapters, nor any other organization. Under special circumstances, (ISC)² will notify members on behalf of chapters, but chapters will not be able to access a list of members for their own communications. Each chapter determines their own privacy policy for their members; however, the chapter is responsible for securing member PII. Learn more about the [\(ISC\)² Privacy Policy](#).

Best Practices for Chapter Governance

As an Official (ISC)² Chapter, the respective officers, directors, and members are required to effectively manage the chapter's operations. To clarify (ISC)² expectations, (ISC)² is providing examples of chapter best practices in this section. In some instances, promoting and incorporating these best practices may change based on cultural or legal requirements of the country, state, or territory of each chapter. The decision to follow these guidelines is uniquely in the prerogative of the leadership of each chapter based upon the specific facts and circumstances. (ISC)² recognizes that some of these best practices may not work in every instance; however, when reviewing or auditing a chapter, (ISC)² will use these as a basis for rating the chapter's management.

All chapters approved by (ISC)² shall be bound by the terms, conditions, and restrictions in the following documents:

- (ISC)² Chapter Affiliation Agreement
- (ISC)² Official Chapter Handbook
- (ISC)² Chartering Chapter Guidelines (start-up chapters)
- Chapter Bylaws (or other governance document)

All chapters must abide by the terms listed in these documents. (ISC)² has the ability to update these documents at any time. Upon such an update, chapter presidents will be notified of the modifications. If selected for audit, (ISC)² shall review the policies and procedures of the chapters based upon these requirements and those of the proper jurisdiction. Should (ISC)² discover a violation, the chapter must remedy the violation within 30 days, or other such time period as agreed upon by (ISC)².

Chapters must set in place a policy whereby Directors, Officers, or Members can be removed.

As provided in the Chapter Affiliation Agreement, chapters must establish a process to elect and remove officers, directors, and members. For purposes of this guide "officers" are defined as the four required officers of the organization: president, secretary, treasurer, and membership chair. "Directors" are any other chairs, co-chairs, or leaders of chapter specific committees. Combined, the officers and directors are known as the "Management Committee." "Members" are all other persons in the organization.

The Management Committee is required to observe the appropriate local laws, Articles of Incorporation, and bylaws or other governing documents while performing its duties. This responsibility ensures the Management Committee will not be negligent in their actions. All members of the Management Committee will be held materially accountable to ensure proper performance. Failure to act in such a way shall be grounds for dismissal, removal, or termination from the chapter. Traditionally, an officer or director who is not performing satisfactorily is prohibited from re-nomination. In extreme cases, removal of an officer or director before the expiration of a term is necessary. These cases must be gross violations of the chapters established processes and procedures. (ISC)² recommends chapters establish a ¾ majority, or supermajority, vote within its governing documents from the Management Committee or member base to remove members of the Management Committee. This higher threshold ensures (ISC)²



that a vote to remove a chapter officer is more than a simple majority and is the agreement of the majority of its officers.

In some instances, an Officer/Director Removal Policy can be consolidated with an Officer/Director Turnover Policy. The practice of rolling off leaders will improve the independence, objectivity, and professional skepticism of the chapter. This rolling off period can vary between one to three years.

Chapters may also elect to implement a staggered election. In this scenario, the Management Committee will be elected in rotations, whereby $\frac{1}{3}$ or $\frac{1}{2}$ of the Committee is elected in one election year. This rotation allows for a level of consistency to remain year over year, while allowing new members onto the committee. In this case, members have limited terms of two or three year terms.

A chapter may also want to cap a Management Committee member to a limited term, such as three years. Term limits ensure that the same leaders do not get elected every year and provides other members the opportunity to become leaders in the organization.

Running Meetings – Authoritative Literature

A common issue brought to (ISC)²'s attention is how to properly manage a meeting of a Chapter. This operational function is crucial to the efficient management of a chapter. (ISC)² recommends that all chapters abide by an authoritative body which consists of standard practices and procedures for running meetings. (ISC)² recommends chapters use the Robert's Rules of Order, or similar authoritative literature, as the main authority for the function and management of its member and annual meetings.

The benefit to using an authoritative literature, is that it provides a recognized set of guidelines for managing issues may be resolved. Issues such as recognition of members, voting requirements, the function of officers and directors, and removal are all discussed in great detail. When issues arise concerning the management of the chapter, having an agreed upon authoritative source allows for easier resolution of obscure issues. Furthermore, most authoritative literatures are available to the public and easy to access.

Conflict of Interest

Chapter members should refrain from promoting or advancing commercial and/or political agendas, including the promotion of any outside organization, to the chapter membership. Only organizations sponsoring chapter events and activities may be promoted during the sponsored event/activity and subject to guidelines as set by the chapter.

Remember, the chapter is established to promote the ideas and interests of (ISC)², and not other organizations. Chapter members may not use their work status as a means to influence the political agenda or structure of the organization. All too often, people use their day-to-day business contacts as a means to persuade or promote his/her interests in the chapter. While promotion and sponsorship with an outside organization is acceptable, the chapter members may not use these connections for political gain inside the organization. Officers and directors must not exercise their authority for their own monetary gain or benefit or that of a third party. Chapter leaders shall place the interest of the chapter first.

Public Integrity of Chapters

Officers and directors should pose the necessary questions, and present opinions which promote appropriate discussion in a professional manner. In some cases, these discussions may have diverging opinions on the best path forward for the chapter. At no point should these disagreements fall over into public media or to the outside member base. Leaks of chapter management issues show weakness and unprofessionalism. (ISC)² will not tolerate such public disagreements. In all cases, chapter leaders should recognize the value of differing opinions, and seek results that would be in the best interests of the



chapter and its members. If chapter members are caught defaming other members or (ISC)², (ISC)² will take appropriate action which may include suspension of chapter, removal of officers, directors, or members. This includes evidence from social media outlets, and other electronic systems.

Political Power Struggles

As a chapter, (ISC)² expects each organization to run efficiently and professionally in accordance with the appropriate federal, state, local laws and other chapter governing documents. In all of these rules, it is important to remember that the member's control the organization through the voting process. The leaders of the organization come from the members through the election process and must understand the value of each officer and director.

Governing documents provide important checks and balances for the chapter. The leaders only have the powers that the governing documents assign to them. Any actions the chapter leaders take that exceed the scope of the governing documents can be rescinded by the members.

Typically, a conflict with chapter leaders or members is a governance problem. Instead of working outside of a leader's defined roles, the best method of resolution is to provide open communication identifying the chapter's processes. Openness and cooperation within the management committee provides better responses to problems and will minimize troubles with power struggles.

Complaint Process

(ISC)² chapter officers are professionals and are expected to behave in an ethical manner. They are expected to make decisions to promote the best interests of the chapter, and not their personal interests. (ISC)² recognizes it has a responsibility to maintain the integrity of the chapters, and ensure they are operating within the scope of the chapter governing documents.

(ISC)² has established an **Official Chapter Complaint Process** for individuals to use when complaints are necessary. (ISC)² does not expect, invite, solicit, or encourage such complaints. The purpose for these procedures is to protect the reputation of (ISC)² and the chapters, and to provide fairness and equality to chapter members. If making a complaint is necessary, refer to the following guidelines:

- **Confidentiality** – (ISC)² undertakes to keep the identity of the complainant and respondent in any complaint against a chapter confidential from the general public. While disclosure of the identity of the complainant will be avoided where possible, upon filing a complaint, the complainant implies consent to disclose his identity to the respondent, where (ISC)² or its agents deem it necessary for due process. Actions of (ISC)² may be published at its discretion. Parties are encouraged to maintain confidentiality to protect the chapter's reputation.
- **Specificity of Complaints** – The (ISC)² Ethics Committee will consider only complaints that specify the actions of the chapter, and what section of the chapter governing documents has been violated. If you are unsure of the term violated, file the complaint to the best of your ability or contact legal@isc2.org. (ISC)² will review all evidence and make recommendations to the chapter. As complaints and responses are received, the committee reviews both sides and renders a recommendation to the chapter for a final decision.
- **Standing of Complainant** – Complaints will be accepted only from those who claim to be injured, or can show the chapter is being injured, by the alleged behavior. Evidence must be submitted proving that such actions have taken place. Factually empty cases will not be ruled on.



- **Form of Complaints** – All complaints must be in writing. The committee is not an investigative body and does not have investigative resources. Only information submitted in writing will be considered.
 - Complaints must be in the form of affidavits. The committee will not consider allegations in any other form. Download a [Chapter Complaint Affidavit Form](#).
 - Complaints should be sufficiently completed to enable (ISC)² to reach an appropriate judgment. At a minimum, the affidavit should specify the respondent, the behavior complained of, the canon breached, the standing of the complainant, and any corroborating evidence.
 - (ISC)² is not an investigative body and does not have the authority to compel testimony. (ISC)² can consider only evidence submitted to us voluntarily. There may be many cases where this evidence is not sufficient to support any action. We can proceed only where a clear case is made. Where no such case is made, (ISC)² will close the complaint without prejudice to either party.
- **Committee Procedures** – When sufficient facts have been presented, (ISC)² will review and tender a recommendation to the chapter.
- **Rights of Respondents** – Chapters, and the president or next highest officer, are entitled to timely notification of complaints. It is the intent of (ISC)² to notify the respondent as soon as possible from the date of receipt of the complaint. The respondent is entitled to see all complaints, evidence, and other documents. The chapter will be given a specific amount of time to respond. As with the complaint, in order to be considered this information must be in the form of a sworn affidavit or in writing signed by two independent persons. As in the law, silence implies consent. That is, to the extent that the respondent is silent, the committee may assume that he does not dispute the allegations. The committee may grant necessary extensions of time to the respondent upon request.
- **Disagreement on the Facts** – Where there is disagreement between the parties over the facts alleged (ISC)², at its sole discretion, may invite additional corroboration, exculpation, rebuttals and sur-rebuttals in an attempt to resolve such dispute. (ISC)² is not under any obligation to make a finding where the facts remain in dispute between the parties. Where (ISC)² is not able to reach a conclusion on the facts, the benefit of all doubt goes to the respondent. That is to say, where the respondent disputes the facts alleged, then the burden of proof is on the complainant.
- **Findings and Recommendations** – (ISC)² will submit findings and recommendations for action. In reaching its findings, the committee will consider any published guidance that has been given to chapters. In reaching its recommendations, (ISC)² will prefer the most limited and conservative action consistent with its findings.
- **Disciplinary Action** – (ISC)² may enforce its recommendations against the chapter. Should any chapter not oblige, (ISC)² shall take all actions reasonably necessary to ensure the changes may be made including, but not limited, to suspension of chapter status, and removal of officers and directors, or members.

- **Final Disposition** – Parties will be notified of the final disposition as soon as possible. All complaints should comply with the procedure stated and be mailed to the following address:

Chapter Complaint
(ISC)² Corporate
311 Park Place Blvd., Suite 400
Clearwater FL, 33759 USA

Questions should be directed to: legal@isc2.org

Regulations Governing Use of Marks

(ISC)² permits the use of the word **(ISC)²** and the **Official (ISC)² Chapter** logo (the “Logo”) which are subject to the requirements listed below. Use of the Logo must be discontinued immediately if the chapter is found to be in breach of any term of the Chapter Affiliation Agreement, Charter, or (ISC)² Regulations, or whose charter has been terminated.

- The chapter may use the *word (ISC)²* in their name but should always refer to themselves as a “**Chapter**”. The chapter should **not** use the standalone (ISC)² logo. Chapters may **not** at any time refer to themselves as the “International Information System Security Certification Consortium, Inc.”
- The chapter may use the **Official Chapter** logo on business cards, letterhead, website, and marketing material to indicate that they are an (ISC)² Chapter. The chapter or its members may **not** use the Logo on any product or product-related material except to identify official (ISC)² products or services.
- Members of the chapter may use the Official Chapter logo to indicate their membership with the chapter.
- Board members and officers of the chapter may **not** use their title or association with the chapter to directly or indirectly promote, affiliate, or endorse products or services except for those permitted by these regulations.
- The chapter may **not** alter the Logo artwork in any way other than to increase or decrease in size proportionally. The Logo may **not** be translated or otherwise localized into any other language. Any localized versions of the Logo must be approved and produced by (ISC)².
- The chapter may **not** display the Logo in any manner that suggests they are controlled or managed by (ISC)². Use of the Logo must clearly indicate that the chapter is independent from (ISC)².
- The chapter may **not** use the Logo in any manner that is derogatory to or critical of (ISC)² or any (ISC)² certification.
- The chapter’s official name, trade name, or company name must appear on any materials where the Logo is used.
- The Logo, or any elements thereof, may **not** be included in trade or business name, domain name, product or service name, logo, trade dress, design, slogan or other trademarks, except as otherwise provided herein.
- Chapter must use ISC2CHAPTER or variation of (ISC2-CH) in an appropriate URL or email address to identify themselves.





- Chapter may **not** combine the Logo with any other object, including, but not limited to, other logos, icons, words, graphics, photos, slogans, numbers, design features, symbols, or website audio files. (i.e. Mixing another logo with the Chapter Logo to create a variation)
- The Logo may **not** be used as a design feature on any unauthorized commercial product or service materials.
- The Logo may **not** be imitated in any manner.
- On marketing material (exclusive of letterhead, business cards, and resumes) and chapter website, the following shall be included:

“Copyright [YEAR], [CHAPTER LEGAL NAME]. All Rights Reserved. (ISC)², CISSP, SSCP, CAP, ISSAP, ISSEP, ISSMP, CSSLP, HCISPP and CBK are registered certification, service, and trademarks of International Information System Security Certification Consortium, Inc.

Disclaimer: (ISC)² does not own, operate, or moderate this [website/material]. All content of this [site/material], exclusive of licensed trademarks, trade dress, [or website format], is the property of [CHAPTER LEGAL NAME], which is not owned, managed, or controlled by (ISC)² and operates independent of (ISC)².”

- The first and/or most prominent use of Logo and phrase (i.e. (ISC)²) shall always be accompanied by ® except where prohibited by size constraints (i.e. business cards). In addition, the parentheses and superscript 2 must be used in the name (ISC)² unless restrictions are encountered.

The Logo may **not** be used in any way other than as specified in these guidelines. Failure to comply with these instructions shall constitute a breach of the (ISC)² Chapter Affiliation Agreement.

NOTE: Use of (ISC)² certification/collective mark logos is NOT authorized except to properly identify those who hold the respective certification or as otherwise permitted by (ISC)² in promoting the respective certifications (i.e. CISSP and Concentrations, CAP, CCFP, CSSLP, CCSP, HCISPP and SSCP). For more details, refer to [\(ISC\)²® Regulations Governing Use of Certification/Collective Marks](#).

Compliance with Guidelines

(ISC)² reserves the right to spot-check all marketing and promotion materials bearing the Logo and may periodically send out requests for samples. Chapter must correct any deficiencies in use of the Logo. Refusal to correct such deficiencies or to cease publication or distribution could result in revocation of right to use the Logo and termination of the Chapter Affiliation Agreement.

Logo Artwork

Electronic artwork files for the Logo are available from your [regional chapter representative](#). To obtain clarification or permission, email chapters@isc2.org.

Branding Guidelines

Refer to the [\(ISC\)² Branding and Communications Toolkit](#) for the Chapter Branding Guidelines which outlines the appropriate use of the program logos, colors, font styles and positioning on marketing materials, as well as provide other tools for promoting your chapter. This toolkit can also be found in the [chapter officer portal](#).



MEMBERSHIP

Chapter Membership

A member of (ISC)² is a professional who holds one or more of the following (ISC)² credentials: [CAP](#), [CCSP](#), [CISSP](#), [CSSLP](#), [HCISPP](#) and [SSCP](#). (ISC)² Chapters not only consist of (ISC)² members, but also individuals who have an interest in, or professional connection to, cyber, information, software and infrastructure security issues and related certification programs as the chapter sees fit to permit within its membership base. However, the chapter shall not knowingly allow the following as members:

- a) any person convicted of criminal activity or conduct that is considered contrary to community standards of justice, honesty or good morals in the past four years
- b) any person convicted at any time of any crime of violence, fraud, embezzlement, murder, rape or any form of computer related crime
- c) any person decertified by (ISC)² for ethics violation

The chapter may solicit members only within the geographic area as authorized in the chapter's signed Affiliation Agreement with (ISC)², but it may consider membership inquiries received from individuals located outside of such area. (ISC)² chapter members can choose to join more than one (ISC)² Chapter.

All chapter members shall abide by the [\(ISC\)² Code of Ethics](#). Membership in the chapter shall not require membership in (ISC)² and shall not confer membership in (ISC)² on any chapter member. The chapter shall make it clear in all of its membership solicitation and outreach, including a statement on its website if one is maintained, that membership in (ISC)² is separate from, and unrelated to, chapter membership.

Certification Verification

To verify if someone holds an (ISC)² certification and is a member in good standing, visit the [\(ISC\)² Certification Verification](#) page on the (ISC)² website. The member's first name, last name and (ISC)² ID Number are required for verification.

When you enter in the name and ID number, you will receive the following message if the person is not an (ISC)² member or not in good standing:

No results found

If the member is in good standing, then you will receive information on the date they were certified and their Certification Expiration Date for each credential held.



LEADERSHIP

Chapter Officers

Required Positions

There are four required positions to operate an (ISC)² Chapter: **President, Treasurer, Secretary** and **Membership Chair**. These officer positions must always be held by (ISC)² members. Chapters can choose to add more positions to the chapter board. If a chapter chooses to have a vice president role, the individual must be a member of (ISC)². Non-(ISC)² members are eligible to hold non-required positions such as directors or committee chairs.

Officer Duties

Chapters can define the specific roles for each officer position; however, a basic job description for each one is as follows:

- **President** – responsible for presiding over the business meetings and ensure that all rules and regulations are observed, appoints and serves as a member to all committees, decides tie votes and sees that officers faithfully perform their duties.

President duties may also include, but not limited to:

- Representing the chapter
 - Signing any legal documents
 - Presiding at meetings
 - Speaking for the organization
 - Preparing agenda with the secretary
 - Other duties assigned by the governing documents
- **Treasurer** – responsible for keeping an accurate record of all chapter receipts and expenditures. Treasurer shall collect all dues and other monies, depositing in a repository in the name of the chapter.

Treasurer duties may also include, but not limited to:

- Receiving and depositing dues in the club's bank account (the treasurer should never keep club monies in his or her personal account)
 - Giving members receipts for their dues
 - Paying the bills that the club has voted to pay (by writing checks or following whatever other process the organization has set up to pay bills)
 - Giving a report at the meetings
 - Keeping records that will allow a committee to audit the books at the end of the fiscal year (ex. the treasurer should record which members have paid their dues and when bills are paid and the check number of the payment)
 - Balancing and reconciling the checking account
- **Secretary** – responsible for recording the proceedings of the chapter, writes and conducts the correspondence, as well as prepares reports due to (ISC)².

Secretary duties may also include, but not limited to:

- Keeping all the records of the organization (including committee reports) on file and keeping an up-to-date list of all the members
- Notifying members of their election to office or appointment to committees, and furnishing them with the proper documents



- Notifying members of election or of appointment as a delegate at a convention, and furnishing them with credentials
 - Signing all the minutes and other certified acts of the organization, unless the bylaws specify differently
 - Maintaining the official documents of the organization, including the bylaws, rules of order, standing rules correspondence, and minutes. The secretary keeps the bylaws or other governing documents up-to-date with any changes made through the amendment process
 - Mailing members a notice for each forthcoming meeting
 - Taking minutes at all business and board meetings, handling the correspondence, and preparing the agenda for the meetings (unless the president prefers to do this)
 - Calling a meeting to order if the president and vice president are absent and know how to preside until the assembly elects a temporary chairman
 - Bringing to each meeting the minutes book, bylaws, rules, membership list, a list of committees and their membership, the agenda, records, ballots, and any other necessary supplies
- **Membership Chair** – responsible for promoting the membership growth of the chapter and ensuring new and potential members are able to take part as easily and smoothly as possible. Also responsible for maintaining membership records to ensure they are accurate and up-to-date.

Membership Chair duties may also include, but not limited to:

- Promoting membership of the organization
- Maintaining the active membership list
- Other duties as assigned in the bylaws

NOTE: If the chapter does not see a need to have one of the required positions above, then contact (ISC)² for a waiver and provide an explanation for your request.

Additional Positions for Consideration

Other positions to consider for your chapter board are the following:

- **Vice President** – many chapters create a position of vice president within the chapter’s board. Typically, this is the first person in the presidential line of succession and ascend to the presidency if the president was removed for any reason. This position is not required, but optional. If the chapter chooses to include this position, then the individual must be a member of (ISC)².
- **Past President** – another role to consider in the long term, is adding a “past president” position which will help when transitioning new officers to the board. This position would typically provide advice from time to time as requested by the president, board of directors and other chapter leaders regarding past practices, general operations, and other matters to assist in the smooth running of the chapter. The chapter can determine whether or not the position has voting rights or not.
- **Directors** – many chapters appoint directors for various key roles such as education, sponsorship, community service, professional development, etc. These positions can be held by individuals who do not have an (ISC)² credential.



- **Charter Member (or Founding Member)** – as an original member of the chartering chapter, all members on the final roster will be considered “charter members” once a group becomes an official chapter. (ISC)² typically does not keep chapter member information on file, however, it will record those who are “charter members”. The chapter can choose to provide special recognition to its members for this unique designation.

Special Conditions

Below are different (ISC)² membership types and the special conditions for each in their role within an (ISC)² chapter:

- **(ISC)² Associates** are considered members of (ISC)². They can help start a chapter as a charter member; however, cannot be a chapter officer.
- **Retired professionals** with an (ISC)² certification are still considered members of (ISC)². They can help start a chapter and are eligible to be a chapter officer.

Officer Requirements

There are a few requirements for being an officer of an (ISC)² Chapter:

- **All required officers must be an (ISC)² credential holder**
The positions of president, treasurer, secretary and membership chair should be held by (ISC)² members. Non-(ISC)² members are eligible to hold other positions such as directors or committee chairs. The non-required position of vice president must also be held by an (ISC)² member.
- **Cannot concurrently serve as an officer of another chapter organization**
(ISC)² requires members who are developing and managing an (ISC)² Chapter to focus their efforts on making the chapter successful, and to not be distracted with the mission and objectives of leading another similar chapter organization. The goal is for members to gain a different and unique experience by being a member of an (ISC)² Chapter and to prevent the possibility of biases and preferences. However, (ISC)² supports and encourages (ISC)² Chapters to work with chapters of other security organizations by producing joint/cobranding events, but requires the leadership be separate. *(NOTE: This applies to the officer positions of president, treasurer, secretary and membership chair; and vice president, if applicable. This does not apply to directors and committee chairs.)*
- **No previous convictions of criminal activity or conduct**
(ISC)² expects its certified members to be of the highest ethical and professional caliber. To that end the organization has standards that candidates must acknowledge as part of being a leader of an (ISC)² Chapter. The following activities may impact your eligibility:
 - Convicted of a felony, a crime based on dishonesty (felony or misdemeanor involving lying) or a Court Martial in military service, or is there a felony charge now pending against you (Omit minor traffic violations and offenses prosecuted in juvenile court)
 - Being involved, or publicly identified, with criminal hackers or hacking
 - Revocation of a professional license, certification, membership or registration, or been censured or disciplined by any professional organization or government agency
 - Previously known by any other name, alias, or pseudonym (Omit user identities or screen names with which you were publicly identified, and name changes due to marriage or adoption)



NOTE: (ISC)² holds the right to audit the member's professional experience or request a criminal background check at our discretion if concerns are raised about the member's credibility and expertise.

Officer Elections

(ISC)² requires chapters to hold an annual meeting to conduct chapter business and officer elections, if applicable. Elections should be held at least once every three years. (ISC)² recommends rotating expiration of officer positions for continuity of leadership.

Chapters decide how to run their election process. Typically, elections are held during in-person meetings, but in some cases, chapters may want to hold virtual elections. Participation in the voting process via WebEx, teleconference, or even through an online portal is fine so long as it is provided for, or not excluded, in its local jurisdiction laws or chapter's governing documents.

One way a chapter could structure the voting process is allowing members to vote over a period of time, such as a week or two weeks. This could provide some flexibility in the voting process for people who are away at the time of voting. However, the chapter needs to make sure any election process abides by the governing laws of its jurisdiction and governing documents. If the process does not follow the bylaws there is a high risk of a chapter member claiming the vote is void.

Refer to your chapter's bylaws for specifics on how to hold your officer elections.

Transition of Officers

Officer transition is an important event. A successful transition will provide the transfer of valuable knowledge and experience of outgoing officers to incoming officers. One of the most important aspects of this process is shadowing. Incoming officers should have approximately three months to shadow and learn from outgoing officers in order to understand what is expected of them to prepare for the following year.

Before the newly elected officers of your chapter officially assume their responsibilities, it is recommended that the old and new officers get together for a group transition meeting. Such a meeting provides continuity and continued growth for the chapter while allowing the new officers to learn from the experiences of the outgoing officers. Topics of discussion may include:

- Responsibilities of the position, with a job description
- Access to applicable chapter accounts/systems
- A timetable for completion of annual duties
- Unfinished projects
- Important contacts and resource persons
- Mistakes that could have been avoided
- Advice for the new officer
- (ISC)² Chapter Program resources

It is the responsibility of the outgoing chapter officers to update (ISC)² with the names and contact information for ALL incoming chapter officers **within 30 days** of the change. Only a current or outgoing officer, not the newly elected officer, should complete a [Change Request Form](#) and submit it to (ISC)² at chapters@isc2.org.



The following is a list of specific information that new officers should acquire and review from outgoing officers prior to taking office. The list is not intended to be exhaustive; please add specific information resources to better tailor to your chapter's needs.

- (ISC)² Official Chapter Handbook
- (ISC)² Chapter Affiliation Agreement
- Chapter Bylaws
- Access to any/all financial, email, web, or other chapter related account types

Once an officer has completed his/her term, then he/she no longer holds an active chapter title. Therefore, former chapter officers should not refer to themselves as a current officer after leaving their position. Instead, "former" can be used in the title.

Examples: Founding and Former President, (ISC)² San Jose Chapter
 Former Secretary, (ISC)² Cape Town Chapter



OPERATIONS & ADMINISTRATION

Annual Requirements

Minimum Activity Requirements

In order to ensure growth and future success, (ISC)² Chapters should provide regular activities to keep members engaged and interested. Planning for reoccurring events throughout the year will provide members with opportunities to attend and take an active role in the chapter. Not only does it help retain your existing membership, but also helps attract new members to your chapter.

As an official chapter of (ISC)², activities should be held on a regular basis. At a minimum, three chapter member meetings (or activities), and four officer meetings should be held in a calendar year. In addition, an annual meeting should be held to conduct chapter business and hold officer elections, if applicable. Elections are to be held at least every three years. The annual meeting can count towards one of the three chapter-member meetings for the year. Failure to do so could result in the loss of the chapter being in Good Standing.

A “**Chapter in Good Standing**” indicates:

- Annual reports are submitted in a timely manner
- Updated bylaws or governance document is on file with (ISC)²
- Annual minimum activity requirements are met:
 - Three chapter member meetings or activities
 - Four officer meetings
 - Annual meeting
- Officer contact information is up-to-date with (ISC)²
- Chapter websites, social media or professional presences online meet (ISC)² branding guidelines, are active, accessible and secure, with current chapter officer, membership and activity information published
- Answers inquiries in a timely manner

Failure to comply with these requirements could result in the loss of tools and resources provided by (ISC)². For serious violations, a re-election of officers or loss of charter may be necessary.

Annual Chapter Reports

(ISC)² Chapters are required to submit an annual report to (ISC)² no later than the last day of January of each calendar year reporting on the previous calendar year’s activities. This information provides (ISC)² with a better understanding of your chapter’s structure and operations, as well as the activities, challenges and successes that your chapter has experienced over the previous year. Through this report, (ISC)² can determine areas of improvement or enhancement, as well as develop new programs and tools to assist you and other chapters in achieving your goals. (ISC)² may request additional reports and/or surveys throughout the year.

Chapter Structure

Legal Registration

As mentioned in the Governance section, (ISC)² Chapters are considered independent of (ISC)² and not controlled or managed by (ISC)² in any way except for the restrictions imposed by (ISC)² for the use of its mark, and those stated in the Chapter Affiliation Agreement. Chapters determine whether or not to legally register based on their structure, and applicable tax, privacy, and local/state or district/national laws in their country.



Chapter Bank Account

While incorporation is not required to form a chapter, it may be required to apply for financial startup assistance from (ISC)². Check on your local legal requirements to establish an independent bank account. When opening a bank account, it should be in the name of the chapter and two officers should be assigned to it.

Chapter Insurance

(ISC)² does not provide or require chapters to obtain insurance; however, it is highly recommended to obtain general liability coverage to protect your chapter from claims for bodily injuries or property damage. Another option is to consider getting a policy to cover the board of directors within your chapter.

Chapter Finances

The following are potential funding sources available to (ISC)² Chapters:

- **Chapter Membership Dues**

At its discretion, a chapter may decide to require dues to be paid by its members. If a chapter collects dues, it is solely responsible for the collection of the monies. (ISC)² does not collect chapter member dues on behalf of the chapter.

Sponsors & Partnerships

Obtaining corporate sponsorship can help provide financial support for your chapter events and operations. Many corporations are interested in sponsoring (ISC)² Chapter activities due to the specialized audience that your chapter has to offer. Below are the requirements as it pertains to sponsors:

- (ISC)² strives to provide high quality educational content and materials from credible speakers and sponsors. All speakers and/or sponsors should be vetted for qualifications and ethical standards prior to agreement to ensure the high integrity and quality of chapter's educational offerings.
- (ISC)² is a vendor-neutral organization; therefore, no preference should be given to any particular vendor for sponsorships, presentations, etc.
- Chapters should advise sponsors and speakers to focus on the technical subject matter of their presentation at chapter events. No sales pitches should be allowed.
- Chapter members should refrain from promoting or advancing commercial and/or political agendas, including the promotion of any outside organization, to the chapter membership. Only organizations sponsoring chapter events and activities may be promoted during the sponsored event/activity and subject to guidelines as set by the chapter.

Training Providers

(ISC)² is open to chapters partnering with or supporting training organizations that do not offer unofficial (ISC)² education courses. For official education, (ISC)² partners with training providers worldwide to assist IT security professional and practitioners in obtaining an (ISC)² certification. Learn more about [\(ISC\)² Training Providers](#).



Strategic Alliances

(ISC)² encourages (ISC)² chapters to develop partnerships with other security-related organizations by forming relationships and getting involved with other security-related chapters in producing joint/cobranding events and activities or participating in co-sponsored events with other industry associations. A sample MOU is available for informational purposes only in the [chapter officer portal](#). Chapters should seek legal counsel on specific jurisdictional questions.

Chapter Updates

Chapters should notify (ISC)² when any changes occur to the following:

- Chapter bylaws (or other governance document)
- Officer positions or officer contact information
- Chapter contact information in the [\(ISC\)² Chapter Directory](#)
- Website URLs, professional, social or other online networking sites
- Legal registration status (incorporated, non-profit, etc.)

Please complete and submit a [Change Request Form](#) within 30 days of the change to (ISC)² at chapters@isc2.org.

Continuing Professional Education

CPE Opportunities for Chapters

One of the most valuable benefits that an (ISC)² Chapter offers its members are opportunities to earn Continuing Professional Education (CPE) credits. (ISC)² Chapters are considered approved CPE submitters and therefore, submit CPEs to (ISC)² on behalf of chapter members as a value-added benefit to their membership.

The most common ways that chapter officers and members can earn CPEs through their involvement with an (ISC)² Chapter are as follows:

- **Chapter Formation/Management**

Members who take a leadership role in forming or managing an (ISC)² chapter are eligible to earn Group B CPE credits. This applies during the period of forming the chapter, as well as for the administrative services rendered for arranging and managing chapter meetings after receiving its charter. Only members who actively serve in forming/managing the chapter are eligible for credits. One CPE credit is earned per hour of work performed under the category Professional Development and choose *Chapter Formation or Management*.

NOTE: Chapter members (non-officers) who dedicate their time to plan and organize meetings and activities for an official or chartering chapter are eligible to earn CPEs under these categories.

- **Preparation for Presentations/Lecture/Training**

CPE credits are earned for the time spent in preparing materials for a chapter presentation related to (ISC)² CBK domain(s). The number of CPE credits a member can claim is based on the length of the presentation up to a 2-hour speech. Members can claim four Group A CPE credits for a 1-hour presentation for the initial preparation of training materials under the category of Contributions to the Profession and choose *Preparation for Presentation/Lecture/Training*.



- **Attending a Chapter Meeting**
Chapter members who are (ISC)² members in good standing are eligible to earn Group A CPE credits for attending a presentation or meeting discussion related to the domains of (ISC)²'s CBK. One CPE credit is earned for each hour of attendance under the category of Education and choose *Information Security Professional Association Meeting*. Social outings and non-security related presentations are not eligible for CPEs.
- **Attending a Chapter Officer Meeting**
Chapter officers are eligible to earn Group B CPE credits for their participation in officer meetings with at least three or more officers in attendance. One CPE credit is earned for each hour of attendance under the CPE activity category of Professional Development and choose *Chapter Formation or Management*.

Refer to the [\(ISC\)² CPE Policies and Guidelines](#) for a full listing of eligible CPE opportunities.

Approved (ISC)² CPE Submitter

(ISC)² Chapters are required to submit CPE credits earned by chapter members for chapter events specific to the domains of the (ISC)² CBK. Chapter officers shall maintain attendance records of members at these events for verification purposes since these credits are subject to audit. The (ISC)² Chapter Attendance and CPE Submission Report (Excel spreadsheet) should be completed and submitted to (ISC)² on behalf of its members to record CPEs for each individual members' account by emailing cpes@isc2.org.



CPE SUBMITTER

For more information, refer to the [CPE Toolkit](#) in the [chapter officer portal](#). It contains information you need for submitting CPEs, including the guidelines, instructions, report form, attendance certificate and the CPE Submitters logo.

COMMUNICATIONS & PROMOTIONS

Naming Convention

As per the section on **Regulations Governing Use of Marks**, when registering the domain name of your website, professional/social media site and/or creating a chapter email address, it **must** contain the word “**chapter**” or a variation of the word to differentiate the chapter from (ISC)² Corporate. If not followed, you will be asked to change the name or URL to reflect this.

The required naming convention for all (ISC)² chapter website URLs is:

www.isc2chapter-[location].[ext]

[location]: include the name of your chapter (full or abbreviated)

Ex: www.isc2chapter-rome.com

[ext]: use the appropriate extension based on availability or location

Ex: www.isc2chapter-london.co.uk

NOTE: For email, (ISC)² recommends setting up a generic email address that is forwarded to all chapter officers to ensure timely responses to inquiries received by members and prospects, such as info@isc2chapter-newark.com.

(ISC)² Communications with Chapters

Main Point of Contacts

(ISC)² records and maintains contact information for the four required officers of each chapter. These positions include president, treasurer, secretary and membership chair. (ISC)² will regularly communicate with chapter officers about program updates and organizational announcements. It is important to keep your contact information current to receive and respond to timely messages.

Note that each officer must have a unique email address on file with (ISC)² for chapter correspondence, not a general chapter email address (ex. info@isc2chapter.org). If no email address is provided for chapter communications, then (ISC)² will refer to the officer’s primary email address in their member record. In addition, when an officer does not respond with their chapter email address, then (ISC)² will use the primary email.

Chapter Membership

(ISC)² does not collect or retain information on chapter members, except for the required chapter officer positions, and charter members. (ISC)² chapter officers should communicate important updates about (ISC)² initiatives and programs to their chapter members. This information is typically communicated to officers through an email notice, officer newsletter and/or regional updates.

Chapter Directory

(ISC)² offers a chapter directory on its website to provide contact information for each chapter at <https://www.isc2.org/chapters/chapter-directory>. Basic details are listed, including:

- **Name:** name of the chapter
- **Location:** the central location of the chapter: city, state and/or country
- **Contact Name:** either the specific officer’s name or a general contact (ex. membership chair)



- **Email Address:** either a specific or general email address, but one in which the chapter checks frequently to provide timely responses
- **Website:** URL for the chapter’s website or social media group site

Please keep your directory contact information updated and respond to inquiries in a timely manner.

Communication Channels

Some of the ways (ISC)² communicates with chapter officers is through the following:

- **Chapter Officer Newsletter**
(ISC)² sends chapter officers a newsletter to learn about chapter program updates, new tools available, new (ISC)² initiatives, chapter success stories and any other relevant information. Officers are encouraged to share important details with their chapter board and chapter members (where applicable). Contact your [regional chapter representative](#) with any news or updates about your chapter.
- **Chapter Leadership Series**
Chapter Leadership Meetings (CLMs) are planned each year where officers have the opportunity to network, share ideas and exchange resources, while building relationships with peers and (ISC)² staff. These meetings are typically held in conjunction with large industry conferences or at an (ISC)² Security Congress in major regions around the globe. Check the CLM Series schedule in the [chapter officer portal](#) for details.
- **Chapter Leaders Discussion Forum (CLDF)**
(ISC)² holds regular webinars with all chapter leaders to provide virtual updates and announcements pertaining to the organization and the Chapter Program. These sessions happen 3-4 times throughout the year. Details for upcoming events will be emailed to chapter officers and posted in the [chapter officer portal](#).

Chapter Program Promotion

(ISC)² recognizes and promotes chapter activities and accomplishments through a variety of (ISC)² media channels:

- **(ISC)² Magazine – InfoSecurity Professional**
(ISC)² features a regular column in the (ISC)² *InfoSecurity Professional* magazine, called “Next Chapter”, where a specific (ISC)² Chapter is featured and other chapter activities are highlighted. It is a digital publication that distributed on a bi-monthly basis and is printed twice a year. Learn more about [InfoSecurity Professional](#). If you would like to contribute an article or submit a story about your chapter’s successes, contact us at chapters@isc2.org.
- **(ISC)² Blog**
The [\(ISC\)² Blog](#) provides (ISC)² members a platform to share their invaluable knowledge and insights for the benefit of the information security community and the public at large. Various chapter activities and accomplishments are featured throughout the year.



- **Social Media Groups**
(ISC)² established chapter groups on several social media sites, such as LinkedIn, Facebook, and Twitter, to promote chapter activities around the globe. Many chapters have started groups on these sites as well, with the most popular being LinkedIn.
- **Monthly (ISC)² Member Newsletters**
(ISC)² sends newsletters to its members on a regular basis. In the issues that pertain to face-to-face networking opportunities, the chapter program and various chapters are promoted. Check with your [regional chapter representative](#) for the schedule in your local area and to submit details about an upcoming chapter event.
- **(ISC)² Member Emails**
(ISC)² will send messages on the chapter’s behalf for local outreach messages when starting up a chapter, as well as new chapter announcements. (ISC)² will also send emails for special chapter events and anniversaries, but not regular chapter meetings (some exceptions apply). See the next section for details.

Email Communications Policy

In accordance with (ISC)²'s [Privacy Policy](#), the names and contact information for (ISC)² members cannot be released to third parties without their prior consent. In order to help chapters to communicate with these members, (ISC)² will send messages on behalf of the chapter to members that reside within the geographical boundaries established by the chapter. This section provides a summary of (ISC)² member email communication options available to (ISC)² chapters.

There are two different classification of messages that (ISC)² sends to members:

- **Official** – messages are sent to all members with information that is relative to the relationship with (ISC)² and/or your credential status, including new member benefits.
- **Opt-In/Subscribed** – messages are sent to (ISC)² members who subscribed for (ISC)² News & Resources category under the contact preferences of their Member Profile.

(ISC)² will send messages to members for the following purposes:

- **New Chapter Outreach**
(ISC)² will notify all (ISC)² members in the local community (as defined by the geographical boundaries in the approved chapter petition) of a chapter forming in their area to encourage participation in chapter establishment. This message is sent as official communications to all (ISC)² members.
- **Official Chapter Announcement**
An email message will be sent to all (ISC)² members in the area defined by the chapter’s geographical boundaries to announce the formation of an official chapter in the local area. A message template is available to use, or the chapter can provide the content. This message is also sent as official communications to all members.
- **Special Chapter Events/Announcements**
(ISC)² will inform local (ISC)² members about a special event, annual meeting, workshop, or activity held by the chapter to encourage local members to attend. These messages are sent to



members who have not opted out of receiving member notices for face-to-face networking events in their member profile.

****PLEASE NOTE: Regular business meetings are not eligible. Some exceptions may apply.****

Requests for email communications are considered **upon request**. Your [regional chapter representative](#) will work with you to prepare and schedule distribution of the message. Please note the following when drafting and scheduling emails:

- **Distribution** – Chapter emails are typically distributed on **Thursdays**. Some exceptions may be made but will be based on availability in the communications schedule.
- **Notice** – Requests for email communications should be received no less than four weeks in advance of the event date. Chapter event announcements should be sent at least three weeks prior to the event date in order to have enough time to plan to attend. Requests for emails will not be approved within two weeks of any event date without extenuating circumstances being involved. Emails will be scheduled for distribution based on availability in the schedule and the time it takes to create/edit the message.
- **Accuracy** – It is the chapter’s responsibility to ensure that all related event details are correct/accurate, and that all event elements being provided to (ISC)² for distribution on behalf of the chapter meets all communications, naming and branding guidelines, and that the event being promoted adheres to the standards of (ISC)² and its Code of Ethics. (ISC)² reserves the right to reject any request for messages to be sent.
- **Call to Action** – Always include a call to action or contact information, such as contact [email] for details, register at [website], or save the date at [email], etc.
- **Contact Information** – Your announcement must include a chapter contact name, phone number and email address in the email.
- **Attachments** – Cannot be included; only links. Please test/verify all links to registration, websites, etc., are correct and working.

Contact your [regional chapter representative](#) for more details.



SUPPORT & RESOURCES

(ISC)² is dedicated to supporting its chapters to become successful through increasing their membership and promoting the information security profession worldwide. To assist with the formation and management of an (ISC)² Chapter, (ISC)² provides the following support:

Regional Chapter Representatives

(ISC)² has dedicated staff members who serve as a regional point of contacts to answer your questions and provide your chapter with guidance and support. [Regional chapter representatives](#) are located in the following (ISC)² offices:

Asia-Pacific	Hong Kong
Europe/Middle East/Africa	London, United Kingdom
North & South America	Clearwater, Florida, USA (Headquarters)

For questions or to obtain your representative's [contact information](#), email us at chapters@isc2.org. Please note (ISC)² response time to chapter inquiries is three business days.

For regional office contact information, visit www.isc2.org/contactus.

Chapter Resources

Below are a variety of resources available to (ISC)² Chapters:

- **Custom Marketing Materials**
All chapters receive a variety of custom marketing templates for marketing and communications purposes, including a customized chapter logo, letterhead, PowerPoint slides, brochure, business cards, and certificate of attendance. Materials are located in the [chapter officer portal](#).
- **Chapter Officer Portal** (“Chapter Compass”)
The (ISC)² Chapter Compass is a resource portal available to the primary officers of official (ISC)² Chapters, which contains various materials, tools and resources to assist with chapter operations, member recruitment, event sponsorships, and more. The portal also contains information on programs, forms, guidelines, logos, and other materials needed to operate your chapter. Visit the site at <https://chapters.isc2.org>.
- **(ISC)² Secure Webinar Series**
(ISC)² offers a media channel containing a searchable library of live and recorded webinars based on a variety of hot topics and industry trends in information security by industry experts. These webinars are a great resource for topics to present and discuss at chapter meetings or when a scheduled speaker cancels at the last minute.

(ISC)² members can earn 1-3 CPEs per webinar, depending on the length of the presentation. There are a variety of webinars accessible to (ISC)² members, as well as non-members. Refer to the [\(ISC\)² Events](#) calendar for specific dates and details.



- **Promotional Materials & Fulfillment**

(ISC)² has branded merchandise and marketing literature available for chapters to purchase for meetings, local conferences and events, including chapter pins, giveaway items, embroidered clothing, and display banners.

Visit the [\(ISC\)² Store](#) for options or contact your [regional chapter representative](#) for more information.

Program and Volunteer Opportunities

(ISC)² offers a variety of programs where chapters can get involved, and in some cases earn CPEs. Some of these programs include:

- **(ISC)² Security Congress** – (ISC)² offers a multi-day, global event with multiple tracks and sessions which are available for members and non-members to attend. Various volunteer roles are available to chapter members in the local area to participate in the event. It's a valuable networking opportunity to recruit new members in the local area. [Learn more.](#)
- **Scholarship Program** – the [Center for Cyber Safety and Education](#) offers a global scholarship program to women, undergraduates, and graduate students. Throughout the year, volunteers are needed to serve on committees to review scholarships. Chapter leaders are invited to participate on review panels and are eligible to earn CPEs. [Learn more.](#)
- **Chapter Scholarship Program** - You can help tomorrow's cybersecurity professionals today by providing scholarship opportunities. The (ISC)² Chapter Scholarship Program offers your chapter the option to engage and support your local community by offering scholarships to youth in your area. The funds you raise will help high school and college students on their path to becoming tomorrow's cybersecurity professionals. [Learn more](#) or email scholarships@isc2.org.
- **Professional Development Institute (PDI)** - As part of (ISC)² education offerings, the PDI provides self-paced interactive continuing professional education (CPE) opportunities at no cost to (ISC)² members and available for purchase by non-members. Chapter leaders are encouraged to help build awareness of this valuable member benefit. [Learn more](#) about information on the over 30 courses available through the PDI.
- **Certification Education Resources** - As part of (ISC)² education offerings, (ISC)² offers a range of learning products in one of four learning platforms tailored to help exam candidates gain a comprehensive understanding of the concepts and materials that will be presented when they sit for a certification exam. Chapter leaders are encouraged to hold study sessions for those preparing to take the exam as well build awareness of the resources we have available for (ISC)² members and non-members. [Learn more.](#)
- **Safe and Secure Online** – this program is offered by Center for Cyber Safety and Education as a medium to teach internet best practices to all ages, including children to seniors. (ISC)² members and chapters are encouraged to participate by educating their local schools about the program or presenting to various audiences. [Learn more.](#)
- **Editorial Opportunities** – (ISC)² has a variety of communications outlets where you and/or your chapter can be featured, including the [\(ISC\)² Blog](#), member newsletters, magazines, and social networks. Contact communications@isc2.org for more details.



- **(ISC)² Examinations** – (ISC)² holds several exam development workshops throughout the year in different parts of the world. Workshops are open to all (ISC)² members holding relevant credentials. For more details about exam development, contact examdevelopment@isc2.org.

Contact your [regional chapter representative](#) to learn more about opportunities available in your area, or email us at chapters@isc2.org.



CHAPTERS

Connect | Educate | Inspire | Secure