Chapter Officer Handbook

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Introduction

Chapters are the grassroots and the foundation of ASIS International. Although members are involved at the regional and global levels, chapters are usually the first, most important, and continuing link members have with the organization. It is, therefore, important that the individual member receives a sense of belonging, of well-being, of being valued and receiving value. This is accomplished when chapters consistently provide members with dynamic services and programming at the local level.

We hope you find this handbook to be a valuable resource and extend our appreciation to regional and chapter volunteer leaders for their ongoing support. Please e-mail questions or comments to ASIS Member Engagement staff at regionsandchapters@asisonline.org.

General Information

Vision Statement
We create a safer world in which to live, work, and play by uniting global security professionals to grow resilient communities. Be the recognized leader advancing security worldwide.

Strategic Plan
The ASIS International Strategic Plan not only reflects the aspirations of our association but also positions us as pioneers in the global security domain.

ASIS Strategic Plan

Diversity, Equity, and Inclusion
ASIS International is committed to improving and demonstrating its inherent commitment to diversity, equity, and inclusion.

Diversity, Equity, and Inclusion Initiatives

ASIS Bylaws, Policies and Procedures, Code of Ethics and Code of Conduct
The affairs of ASIS International are regulated by its Bylaws which are reviewed and amended by the Global Board of Directors; ASIS Chapters do not have separate bylaws. Section 4000 of the ASIS Policy and Procedure Guide provides guidance on chapter business operations. ASIS has both an aspirational code of ethics and a conduct of conduct that specifies the behaviors, practices, and actions required of members.

ASIS International Bylaws

Policy and Procedure Guide: Section 4000

Code of Ethics and Code of Conduct

Global Governance

ASIS International's global governance structure reflects the diversity of geography, thought, specialty, age, market vertical, and experience of our global membership.

Regional Boards

There are three regional boards representing member interests in North America, Europe, and Latin America-Caribbean. A committee structure within North America and Europe (to be established in Latin America) assumes the previous roles and responsibilities filled by the positions of Senior Regional Vice President, Regional Vice President, and Assistant Regional Vice President and provides guidance, oversight, and support to chapters in a more direct and in-depth way.

2024 North American Regional Board Committees

Senior Regional, Regional, and Assistant Regional Vice Presidents

The Latin America-Caribbean Regional Board is working throughout 2024 to establish a similar committee-based governance structure that will support regional board operations and provide the appropriate oversight and guidance for chapters. Future regional boards will follow a like structure; until that time, ASIS chapters within the Asia Pacific-Oceania, Sub-Saharan Africa, and Middle East-North Africa regions will continue to each have a Senior Regional Vice President, Regional Vice President(s), and Assistant Regional Vice Presidents.

Both SRVPs and RVPs are appointed by the ASIS President to a three-year term and may be re-appointed to a second three-year term. All Assistant Regional Vice Presidents serve a term concurrent with their RVP.

Global Regional & S(RVP) Leadership Roster

ASIS Foundation

The ASIS Foundation is a 501(c)(3) nonprofit organization dedicated to fostering research and education opportunities that enhance the security profession. Chapters are encouraged to support the Foundation through annual donations and the promotion of Foundation scholarships and awards to members.

About the ASIS Foundation

Chapter Affiliation Agreement

The Chair of each ASIS chapter is required to sign and thereafter annually affirm the Chapter Affiliation Agreement.

Leadership and Committees

Officers and Appointed Positions

The chapter executive committee is composed of the Chair, Vice Chair, Secretary, and Treasurer and is the governing body which oversees the chapter's smooth operation during and between meetings. At a minimum, the chapter executive committee should hold quarterly meetings for planning purposes and to address any chapter related issues that have arisen since the last meeting.

In addition to the elected positions, Chapter Chairs should appoint Committee Chairs to assist the executive committee with the overall operation of the chapter and with the achievement of the established chapter goals. The chapter may establish additional committees to manage special initiatives.

Chapter Leadership Position Descriptions

Chapter Officer Elections

Chapter officers may serve a 1, 2, or 3-year term, not to exceed 6 years of consecutive service in a single position. To provide a smooth transition period from one chapter executive committee to another, chapters should hold their annual officer elections prior to 1 November. Chapters are encouraged to set up a succession plan for the four officer positions.

Policy and Procedure Section 4009: Chapter Officer Nomination & Elections

Chapter Elections Tip Sheet

Replay of Elections-Focused Chapter Leaders Open House

Resources on Succession Planning

Annual Chapter Officer Questionnaire

Following elections, the chapter must submit the annual online Chapter Officer Questionnaire by 15 November; any changes during the year may be submitted to regionsandchapters@asisonline.org. Submission of this form is vital to maintaining the following regular chapter operations:

- Official recognition as a chapter volunteer for the current year (required to earn volunteer CPE credit)
- Access to leadership resources and communications
- Access to chapter membership and certification rosters
- Issuance of verifiable volunteer leadership badges
- Leadership Exchange invitations

Chapter Officer Questionnaire

Recertification Credit

Volunteers may earn up to an annual maximum of 30 Continuing Professional Education (CPE) credits towards recertification. These credits are automatically applied to your ASIS certification record and do not need to be self-reported.

ASIS Recertification Guide

Digital Badges

All ASIS volunteers are issued digital badges to verify and promote their volunteer service. Badges may be shared via LinkedIn, X (formerly Twitter) and Facebook; over email; embedded in a website or in your email signature. Badges are generally issued prior to Leadership Exchange.

Badge FAQs

HQ Support and Training

In addition to this handbook, ASIS offers a variety of onboarding and training opportunities for new and current leaders.

New Leader Onboarding

Several orientation sessions are held in January for new and returning volunteers. Sessions are recorded for those unable to attend.

Region and Chapter Leaders Orientation Replay

Ongoing Chapter Leader Training Opportunities

ASIS hosts quarterly virtual Chapter Leaders Open Houses to share relevant HQ updates and information as well as monthly peer-to-peer "meet-ups" focused on learning and events, membership, finance, and leadership. These events are open to all chapter volunteers.

Volunteer Leaders Events Calendar

Volunteer Leaders Community

The Volunteer Leaders Community is an online platform for training resources, sharing ideas, and asking questions. This community includes all Board, Committee, Community, Region, and Chapter volunteers.

Volunteer Leaders Community

Volunteer Exchange e-Newsletter

Volunteer Exchange is an e-newsletter that is sent to all ASIS volunteers on the 3rd Thursday of every month. The newsletter includes important reminders, updates, and leadership resources.

Volunteer Exchange

Leadership Exchange

Leadership Exchange is an annual virtual event typically held in late January/early February to bring strategic leaders together to learn from one another and to engage and empower the ASIS membership.

Volunteers Day

Volunteers Day is held in-person the day prior to the start of GSX and is designed to connect, engage, and excite you about being a volunteer and the community you represent.

Member Engagement

ASIS Membership

Membership in ASIS International is open to all individuals with a professional interest in the security field. Membership is based on a calendar year with renewal payment due by 1 January. Members that do not renew their membership by 28 February will have their membership placed on hold and will be removed from active chapter rosters.

Membership Types, Benefits, and Terms

Chapter Rosters

A variety of member and certification rosters are available on demand to regional and select chapter leadership.

Roster Portal Instructions

Member Appreciation Month

ASIS celebrates Member Appreciation Month in March with weekly exclusive content, flash giveaways, and member-only sales. If you're considering a special program to recognize your chapter's members, consider holding in March in collaboration with HQ's efforts.

ASIS Connects

A chapter (or regional) community offers a private members-only online space for local members to connect, participate in discussions, view events, reference resources, and more. Chapter volunteers serve as Community Administrators and can e-mail members via the community, moderate discussions, organize the library folder structure, and manage events. Communities will be established by Member Engagement staff by request.

ASIS PowerPoint Presentation

ASIS provides an "About ASIS" PowerPoint presentation that may be used/customized by volunteer leaders to promote the association.

"About ASIS" Presentation

Logos and Branding Guidelines

This ASIS Branding Guidelines ensure the consistent application of the ASIS International brand across all web and print collateral that you use to promote your chapter. ASIS reserves the exclusive and sole right to use, to allow the use of, or to refuse the use of the name, logo and seals. When conducting chapter business, chapters must use their own chapter logo provided by ASIS HQ.

Logos and Branding Guidelines

Chapter Websites

Chapters may host their own websites to enhance the visibility of the chapter and ASIS International. Since the website is owned by the chapter, the content of the chapter website will be determined by the chapter leadership. There is no set of required website contents mandated by ASIS International.

Social Media

ASIS chapters are encouraged to create a social media presence on the platforms best suited for their constituencies. Managers/administrators should be current members of the chapter and review the ASIS Social Media Policy before establishing any social media channels. Contact social@asisonline.org for assistance.

Social Media Policy

Mentorship

Supported by the ASIS Professional Development Community, the Security Leaders Mentoring Program connects ASIS members worldwide to a wealth of resources, advice, and guidance through one-on-one connections. Some chapters organize local programs and designate a Chapter Mentoring Liaison to liaise with the HQ program.

Security Leaders Mentoring Program

Membership Retention

Equally important to new member recruitment is annual membership retention. The chapter can increase the annual membership retention by sending out regular membership renewal reminders and including reminders on other forms of chapter communication (newsletter, website, etc.). The best method of retaining members from year-to-year is to ensure the chapter is providing added value to membership by providing members with high quality programming and a wide array of networking opportunities.

Membership Renewal Chapter Toolkit

Meetings and Events

Chapter Meetings

The importance of regularly scheduled chapter meetings cannot be overemphasized. It is also important to note that all chapters do things differently. While ASIS requires chapters to hold a minimum of six meetings annually (including an annual general membership meeting) what works for one chapter may not work for your chapter. From date/time to location, in-person events versus virtual gatherings, and content delivered, you may find preferences differ even among segments of your membership. ASIS has developed a Meetings and Events Toolkit specifically to provide guidance in planning and organizing chapter meetings and events. This toolkit contains:

- A 12-month meeting and event timeline sample to help you plan your meetings and events.
- Forms, samples, and templates such as budget worksheets, agenda and minutes guidelines, and a name badge template.
- Sponsorship guidelines and ideas.
- Best practice samples from ASIS chapters.

Chapter Toolkit: Meetings and Events
Member and Speaker Directory

Events in a Box

While many chapters hold meetings with a featured speaker, ASIS Events in a Box are toolkits designed to help leaders facilitate a workshop for their chapter. The toolkits utilize ASIS Foundation research, standards & guidelines, and webinars – all of which can be accessed at no cost by members – are complemented by expert-crafted discussion questions. While Events in a Box can serve as content for a regular chapter meeting, they can be especially useful if you are unable to secure a speaker or a last minute conflict arises.

Events in the Box

Virtual Events Using Zoom

Many chapters find that holding a mix of in-person and virtual meetings enables them to engage different segments of their membership as well as recruit speakers from around the world who would otherwise be unable to attend in-person. ASIS provides each Senior Regional Vice President and Regional Vice President with a Zoom license which may be shared among the chapters they support. The licenses accommodate a maximum of 300 participants with no time limit. To utilize a license for your chapter meeting or event, please contact your RVP or SRVP.

Zoom "How To" Tutorials

Chapter Finances

As any activity done at the chapter level may be viewed as being endorsed by ASIS International, the financial operations of each chapter must follow a uniform standard of conduct. ASIS has developed a Chapter Financial Toolkit to provide guidance on issues that affect finances, taxes and liability of chapters. Chapters located outside of the United States should incorporate any local or regional tax laws or practices required.

That the yearly change of Treasurer intensifies the importance of good accounting procedures and record keeping:

- transactions must be recorded using accepted accounting principles
- transactions must conform to management authorization
- access to assets must be limited to authorized personnel (i.e., Treasurer, Chapter Chair, Vice Chair)
- periodic comparisons of asset records and existing assets must be made to disclose any discrepancies
- responsibilities should be divided among members; complete separation of duties in a voluntary organization is usually not possible

Chapter Financial Toolkit

Chapter Bank Account

Upon approval of the chapter charter by the ASIS Board of Directors, chapters are encouraged to open and maintain a bank account for the storage and management of chapter funds. The bank account should have two signatories always and these should transition with the annual change in chapter leadership.

Annual Financial Audit

All chapters should perform an annual audit to ensure the accuracy of chapter accounting practices and identify areas for enhancement. Accuracy of records should be verified by an individual not connected with the chapter and with a knowledge of accounting principles, although a formal statement from a certified public accountant or tax professional is not required in most cases.

Annual Tax Form Filing – U.S. CHAPTERS ONLY

Each U.S. Chapter of ASIS International is required to file an annual tax return by the 15th day of the 5th month (15 May) after the close of the fiscal year. Chapters with gross receipts not more than $50,000 are eligible to file a Form 990-N e-Postcard. Chapters that do not fall within the gross receipts exception must file Form 990 or Form 990-EZ regular returns.

There is no penalty for late filing of the Form 990-N e-Postcard. However, failure to comply with the annual filing requirements for three consecutive years will result in the automatic revocation of the chapter's tax-exempt status.

Chapter Insurance Program

ASIS International has provided limited general liability insurance coverage to U.S. and Canadian ASIS chapters without cost to these chapters. A Certificate of Insurance is issued annually to each chapter in good standing. Refer to Policy Guide 4017 for details of coverage offered and available.

ASIS also extends Directors and Officers Liability Insurance to all ASIS chapters in good standing. This type of liability insurance covers ASIS chapter officers, employees, volunteers, committee members, and most importantly, the chapters themselves.

Awards, Grants & Scholarships

ASIS Awards of Excellence

The ASIS Awards of Excellence provides opportunities for outstanding chapters to "set the standard" for other chapters and receive recognition for their efforts throughout the award year. Chapters are divided into one of seven different award groups based on the size of the chapter membership to ensure chapters of like size and resources are competing against one another. Nominations are accepted in the spring.

ASIS Chapter Awards

Chapter Certification Starter Kit Grants
ASIS Chapter Certification Starter Kits provide all of the official materials needed to lead a virtual certification study group in your chapter. ASIS Foundation grants underwrite 100% of the cost of the APP or CPP Starter Kit, or 50% of the cost for the APP or CPP Starter Kit for 5 Participants. Up to 20 grants are awarded to ASIS Chapters in good standing. Nominations are accepted in the spring.

Chapter Certification Starter Kit Grant Application

Chapter Education Grants in Honor of Roy Bordes
The ASIS Foundation offers four grants of up to $2,500 each to support chapter education programs. Grants may be used to help cover any relevant expenses for chapter education programs, for example, speaker honorarium, speaker travel, venue rental costs, technology, marketing, etc.

Information and Application Materials

Public-Private Partnership Excellence Grant in honor of Matthew Simeone
The ASIS Foundation, with support from the Law Enforcement Liaison Community, recognizes an active public-private partnership (P3) program that enhances community safety. Both individual members and chapters may submit nominations; one $4000 grant is awarded to a full-service law enforcement agency. Nominations are accepted in the spring.

Information and Application Materials

GSX Complimentary Chapter All-Access Pass

ASIS International is pleased to offer each chapter worldwide one (1) complimentary GSX All-Access Pass registration per year. The recipient must be an ASIS member in good standing and affiliated with the chapter at the time of submission (other eligibility criteria may apply). Information related to this annual process is shared in late spring.