

# ASIS INTERNATIONAL QATAR CHAPTER BYLAWS

#255, REGION 12A

*Version 1.0*

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## Contents

Bylaws.....	3
Preamble.....	3
Article I: Name and Purpose.....	4
Section 1: Name.....	4
Section 2: Purpose.....	4
Article II: Membership.....	5
Section 1: Eligibility.....	5
Section 2: Rights and Privileges.....	5
Section 3: Obligations.....	5
Article III: Leadership Structure.....	6
Section 1: Elected Officers.....	6
Section 2: Duties of Officers.....	6
Section 3: Election Procedures.....	13
Section 4: Term of Office.....	14
Article IV: Social Media Guidelines.....	15
Section 1: LinkedIn Page Guidelines:.....	15
Section 2: WhatsApp Group Guidelines:.....	16
Article V: Meetings.....	18
Section 1: Regular Meetings.....	18
Section 2: Special Meetings.....	18
Section 3: Quorum.....	18
Article VI: Committees.....	19
Section 1: Standing Committees.....	19
Section 2: Special Committees.....	19
Article VII: Amendments.....	20
Section 1: Proposal of Amendments.....	20
Section 2: Adoption of Amendments.....	20
Section 3: Record History.....	20
Article VIII: Dissolution.....	22
Section 1: Process.....	22
Article IX: Code of Conduct.....	23
Section 1: Professional Behavior.....	23

Section 2: Disciplinary Actions..... 23  
Acknowledgment..... 24

## **Bylaws**

### **Preamble**

These bylaws are established to provide a framework for the governance, operations, and activities of the ASIS International Qatar Chapter. They outline the roles and responsibilities of members, officers, and committees, and ensure that the chapter functions in accordance with the mission and objectives of ASIS International.

## **Article I: Name and Purpose**

### **Section 1: Name**

The official name of the chapter shall be ASIS International Qatar Chapter.

### **Section 2: Purpose**

The chapter aims to provide a forum for the advancement of security professionals through education, networking, and professional development.

## Article II: Membership

### Section 1: Eligibility

Membership in the ASIS International Qatar Chapter is open to individuals who are members of ASIS International. This includes categories such as student, regular, emerging market 1, emerging market 2, and retired members. To qualify for chapter membership, individuals must meet the following criteria:

#### Qualifications:

- **Residency:** The individual must be a resident of Qatar with a valid Qatar ID (QID).
- **Chapter Affiliation:** The individual's ASIS International membership must be affiliated with the ASIS International Qatar Chapter (Doha, Qatar). Only members with proper affiliation will be included in the chapter's official roster.
  - To verify or transfer your chapter affiliation, log in to your ASIS account, navigate to My ASIS Activities > My Membership > My Chapter Membership, and ensure it is correctly set to the 'Doha, Qatar' Chapter.
- **Membership Validity:** The membership expiry date must be current and valid.

Members are encouraged to update their local contact number and email address to receive timely updates on chapter events and activities.

### Section 2: Rights and Privileges

Members in good standing shall have the right to vote, participate in chapter activities, and hold office.

### Section 3: Obligations

Members are expected to adhere to the bylaws, participate actively in chapter activities, and promote the chapter's mission and objectives.

## Article III: Leadership Structure

### Section 1: Elected Officers

The elected officers of the chapter shall include a Chair, Vice-Chair, Secretary, and Treasurer.

### Section 2: Duties of Officers

Each officer shall perform the duties prescribed by these bylaws and those assigned by the chapter's leadership.

#### 1) Chair (or President)

- a) Leadership:
  - i) Provide strategic direction and leadership for the chapter.
  - ii) Foster a collaborative and inclusive environment for all members and officers.
- b) Meetings:
  - i) Prepare and distribute agendas in advance of meetings.
  - ii) Facilitate chapter meetings, ensuring that discussions remain focused and productive.
- c) Representation:
  - i) Act as the official representative of the chapter to ASIS International, other chapters, and external organizations.
  - ii) Attend ASIS International conferences and other relevant events on behalf of the chapter.
- d) Decision-Making:
  - i) Oversee major decisions and ensure they align with the chapter's objectives and bylaws.
  - ii) Collaborate with officers to make informed decisions, considering diverse perspectives.
- e) Succession Planning:
  - i) Mentor the Vice-Chair and other officers to ensure smooth leadership transitions.
  - ii) Prepare a succession plan to ensure the chapter's long-term sustainability.

#### 2) Vice-Chair (or Vice President)

- a) Support:
  - i) Assist the Chair in all duties and stand in during the Chair's absence.
  - ii) Act as a sounding board and advisor to the Chair, offering constructive feedback and support.
- b) Program Oversight:
  - i) Lead the planning and execution of chapter programs and events.
  - ii) Ensure that all chapter activities are aligned with the strategic goals and objectives.
- c) Member Engagement:
  - i) Work closely with the Membership Chair to enhance member involvement and satisfaction.
  - ii) Coordinate with other officers to implement initiatives that increase member engagement.
- d) Liaison Role:
  - i) Serve as the primary intermediary between the Chair and other officers, ensuring smooth communication and coordination.

- ii) Facilitate collaboration across committees and task forces.

### **3) Secretary**

- a) Record Keeping:
  - i) Accurately record and maintain minutes of all chapter meetings.
  - ii) Ensure minutes are distributed to members promptly and stored for future reference.
- b) Communication:
  - i) Manage all official chapter correspondence, including meeting notices, newsletters, and announcements.
  - ii) Maintain an up-to-date contact list of all members and officers.
- c) Documentation:
  - i) Safeguard the chapter's bylaws, manuals, and other essential documents.
  - ii) Track amendments to bylaws and ensure all documents are current.
- d) Reporting:
  - i) Compile and submit any required reports to ASIS International or other governing bodies.
  - ii) Provide administrative support to other officers as needed.

### **4) Treasurer**

- a) Financial Management:
  - i) Develop and manage the chapter's annual budget, ensuring fiscal responsibility.
  - ii) Oversee all financial transactions, including collecting dues, paying expenses, and managing bank accounts.
- b) Record Keeping:
  - i) Maintain accurate and up-to-date records of all financial activities.
  - ii) Prepare financial statements and reports for chapter meetings and audits.
- c) Compliance:
  - i) Ensure the chapter complies with all relevant financial regulations and tax requirements.
  - ii) Coordinate with external auditors or accountants as needed.
- d) Fundraising:
  - i) Collaborate with the Chair and Program Chair to identify and pursue fundraising opportunities.
  - ii) Manage sponsorships, donations, and other revenue-generating activities.

### **5) Membership Chair**

- a) Recruitment:
  - i) Develop and implement strategies to attract new members to the chapter.
  - ii) Work with ASIS International to promote membership benefits and opportunities.
- b) Retention:
  - i) Monitor membership renewals and engage with lapsed members to encourage rejoining.
  - ii) Organize orientation sessions and welcome initiatives for new members.
- c) Data Management:
  - i) Maintain an accurate and up-to-date database of chapter members.
  - ii) Provide regular membership reports to the chapter's leadership team.
- d) Engagement:
  - i) Create and coordinate programs that encourage active member participation.



- ii) Gather feedback from members to improve chapter services and activities.

## **6) Program Chair**

- a) Event Planning:
  - i) Organize and oversee all chapter events, including monthly meetings, workshops, and conferences.
  - ii) Develop a calendar of events that aligns with the chapter's strategic objectives.
- b) Content Development:
  - i) Identify and secure speakers, trainers, and facilitators for chapter events.
  - ii) Ensure that all programs offer value and relevance to members' professional development.
- c) Logistics:
  - i) Coordinate all logistical aspects of events, including venue selection, catering, and equipment setup.
  - ii) Work with the Communications Chair to promote events and manage registrations.
- d) Evaluation:
  - i) Collect feedback from participants to evaluate the success of events and identify areas for improvement.
  - ii) Provide event reports and analysis to the chapter's leadership team.

## **7) Communications Chair**

- a) Public Relations:
  - i) Manage the chapter's public image and brand, ensuring consistency with ASIS International standards.
  - ii) Develop and maintain relationships with local media and other external stakeholders.
- b) Internal Communications:
  - i) Oversee the production and distribution of the chapter's newsletter, emails, and other internal communications.
  - ii) Ensure that all members are kept informed of upcoming events, news, and opportunities.
- c) Social Media:
  - i) Manage the chapter's social media accounts, regularly posting relevant content and engaging with followers.
  - ii) Monitor and analyze social media metrics to optimize engagement strategies.
- d) Website Management:
  - i) Maintain and update the chapter's website, ensuring all information is current and accessible.
  - ii) Collaborate with the Program Chair to promote upcoming events online.

## **8) Certification Chair**

- a) Professional Development:
  - i) Identify and organize educational opportunities that support members' professional growth, including certifications and training.
  - ii) Develop partnerships with local educational institutions and industry experts.
- b) Certification Support:
  - i) Provide resources and guidance to members pursuing ASIS certifications, such as CPP, PSP, and PCI.
  - ii) Coordinate study groups, review sessions, and exam preparation workshops.

- c) Training Programs:
  - i) Organize and facilitate training programs, webinars, and seminars on relevant topics.
  - ii) Ensure that training content is aligned with ASIS International standards and best practices.
- d) Resource Development:
  - i) Create and distribute educational materials, including guides, articles, and reference documents.
  - ii) Maintain a library of resources accessible to all chapter members.

## **9) NextGen Liaison**

- a) Engagement:
  - i) Develop programs and initiatives that appeal to young professionals in the security industry.
  - ii) Facilitate networking opportunities, such as mixers, panel discussions, and mentorship programs.
- b) Career Development:
  - i) Provide resources and support for young professionals seeking career advancement in security.
  - ii) Organize workshops and seminars focused on career planning, skills development, and leadership.
- c) Mentorship:
  - i) Establish and manage a mentorship program that pairs young professionals with experienced members.
  - ii) Track the progress and outcomes of mentorship relationships.
- d) Advocacy:
  - i) Represent the interests of young professionals within the chapter's leadership.
  - ii) Work with other chapter leaders to ensure that young professionals' needs are met.

## **10) Women in Security Liaison**

- a) Advocacy:
  - i) Advocate for the inclusion and advancement of women within the security profession.
  - ii) Raise awareness of issues and challenges faced by women in the industry through chapter events and communications.
- b) Programming:
  - i) Develop and lead programs specifically designed to support the professional development of women in security.
  - ii) Organize events such as panels, workshops, and networking sessions that focus on gender-related topics.
- c) Networking:
  - i) Create opportunities for women to connect, share experiences, and support each other within the chapter.
  - ii) Collaborate with similar groups and initiatives within ASIS International and other professional organizations.
- d) Diversity and Inclusion:
  - i) Promote diversity and inclusion within the chapter's leadership and activities.
  - ii) Ensure that all chapter events and communications reflect a commitment to gender equity.

### **11) Mentorship Program Coordinator**

- a) Program Development:
  - i) Design and implement the chapter's mentorship program, aligning with the professional development needs of members.
  - ii) Establish goals and objectives for the program, ensuring it supports both mentors and mentees.
- b) Mentor/Mentee Matching:
  - i) Facilitate the matching process between mentors and mentees based on skills, experience, and goals.
  - ii) Ensure that matches are mutually beneficial and conducive to the development of both parties.
- c) Support and Monitoring:
  - i) Provide ongoing support to mentors and mentees, offering resources and guidance as needed.
  - ii) Regularly check in with participants to monitor progress and address any challenges.
- d) Program Evaluation:
  - i) Collect feedback from participants to evaluate the effectiveness of the program.
  - ii) Make adjustments to the program structure and processes based on feedback and outcomes.
- e) Reporting:
  - i) Provide regular updates on the program's status and outcomes to the chapter leadership.

### **12) Military Liaison**

- a) Outreach and Engagement:
  - i) Build and maintain relationships with military organizations and personnel.
  - ii) Promote ASIS International membership and participation within the military community.
- b) Resource Development:
  - i) Identify and share resources relevant to military members, including professional development opportunities and certification programs.
  - ii) Organize events and activities tailored to the needs and interests of military personnel.
- c) Advocacy:
  - i) Advocate for the interests of military members within the chapter and ASIS International.
  - ii) Work to integrate military perspectives and experiences into chapter activities and discussions.
- d) Transition Support:
  - i) Provide resources and support for military members transitioning to civilian careers in security.
  - ii) Coordinate with the Placement Coordinator to assist with job placement and career development.

### **13) Law Enforcement Liaison**

- a) Relationship Building:
  - i) Establish and maintain strong relationships with local, regional, and national law enforcement agencies.

- ii) Serve as the primary point of contact between the chapter and law enforcement entities.
- b) Information Sharing:
  - i) Facilitate the exchange of information between law enforcement and chapter members on relevant security issues.
  - ii) Organize briefings, workshops, and discussions on topics of mutual interest.
- c) Collaboration:
  - i) Promote collaboration between law enforcement and the chapter on community safety initiatives and public security events.
  - ii) Coordinate law enforcement involvement in chapter programs and activities.
- d) Training and Education:
  - i) Identify training opportunities for law enforcement personnel through ASIS International resources.
  - ii) Encourage law enforcement participation in ASIS certification programs and events.

#### **14) ASIS Foundation Liaison**

- a) Foundation Awareness:
  - i) Raise awareness of the ASIS Foundation's mission, programs, and initiatives within the chapter.
  - ii) Promote Foundation scholarships, grants, and research opportunities to chapter members.
- b) Fundraising:
  - i) Organize fundraising activities to support the ASIS Foundation's initiatives.
  - ii) Encourage chapter members to contribute to the Foundation through donations and participation in events.
- c) Program Participation:
  - i) Coordinate chapter involvement in Foundation programs, including scholarship applications and grant proposals.
  - ii) Facilitate the nomination of chapter members for Foundation awards and recognitions.
- d) Reporting:
  - i) Provide updates on the chapter's contributions to the ASIS Foundation to the chapter leadership.
  - ii) Share information about the impact of the Foundation's work with chapter members.

#### **15) Community Liaison**

- a) Community Outreach:
  - i) Develop and implement strategies for engaging with the local community on security-related issues.
  - ii) Build partnerships with community organizations, businesses, and other stakeholders.
- b) Event Coordination:
  - i) Organize community events, workshops, and seminars that promote security awareness and education.
  - ii) Facilitate chapter participation in local community events and initiatives.
- c) Public Awareness:
  - i) Raise public awareness of security issues and the chapter's role in promoting safety within the community.

- ii) Work with the Communications Chair to disseminate information about community activities.
- d) Volunteer Coordination:
  - i) Recruit and coordinate volunteers for community service projects and outreach programs.
  - ii) Recognize and celebrate the contributions of volunteers to the chapter's community efforts.

**16) Placement Coordinator**

- a) Job Placement Assistance:
  - i) Assist chapter members in finding job opportunities within the security industry.
  - ii) Develop and maintain a database of job openings and career opportunities relevant to chapter members.
- b) Employer Relations:
  - i) Build and maintain relationships with employers and recruitment agencies within the security sector.
  - ii) Promote the chapter as a source of qualified security professionals to potential employers.
- c) Career Development Support:
  - i) Provide resources and guidance to members seeking career advancement, including resume reviews and interview preparation.
  - ii) Coordinate career workshops, job fairs, and networking events focused on placement and career growth.
- d) Mentorship Collaboration:
  - i) Work closely with the Mentorship Program Coordinator to support members in their job search and career development.
  - ii) Facilitate connections between members seeking new opportunities and experienced professionals within the chapter.

These guidelines outline the responsibilities and expectations for each role, ensuring that each officer or coordinator can effectively contribute to the chapter's success and the professional development of its members.

### Section 3: Election Procedures

Elections shall be held annually, and nominations shall be submitted in accordance with the chapter's established procedures.

Chapter elections are an important part of the local ASIS member experience. Most chapters will conduct an annual fall election to elect new officers (Chair, Vice Chair, Secretary, and Treasurer) for the upcoming calendar year. The information below provides a snapshot and timetable of how to successfully host an election; more details are available in ASIS International Policy and Procedure 4009.

#### **Step 1: Form a Nominating Committee (31 July)**

o Committee should consist of at least three members, none of whom is a chapter officer, and none of whom intends to run for office.

#### **Step 2: Develop the Call for Nominations (1- 14 August)**

o Make the nominations process and the elections process transparent:

- Indicate how members should express interest to the Committee and if they should submit a resume, bio, position statement, etc. Photos are not recommended.
- Provide the position descriptions and share that volunteer leaders earn CPE credits.
- Be clear about the term of office: Officers will serve from 1 January following their election until 31 December. Based on the chapter's discretion, an officer may serve up to a 3-year term with the ability to serve up to an additional 3-year term. An officer may not serve more than 6 years consecutively. A chapter may define a "term" as less than three years.
- Use the opportunity to share information about other available appointed volunteer roles (membership chair, certification chair, etc.).

#### **Step 3: Promote the Call for Nominations (15 August -15 October)**

- Send an e-mail via your ASIS Connects community.
- If you do not have a Connects community, pull the Chapter member roster to ensure that you have the most current membership list.
- Take advantage of all your communications channels – the more channels used the greater your response rate is likely to be.
- Schedule reminders.
- Review and Finalize Candidate Slate (16 – 31 October)

#### **Step 4: Conduct the Election (1 – 14 November)**

- Online voting provides a convenient option and increases voter participation. Many free tools are available (e.g. SurveyMonkey, Google Forms, etc.).
- Schedule a reminder to encourage voter participation.
- Notify candidates that campaigning of any kind of is prohibited.

#### **Step 5: Finalize the Election and Notify HQ (15 November)**

- Notify candidates of election results and then announce to members
- Submit the Annual Chapter Questionnaire

Updated as of October 12, 2023

- An optional script is available to use if your Chapter holds an installation ceremony.
- Newly-elected and appointed leaders will receive information from HQ on December orientation and training.

#### **Section 4: Term of Office**

Officers shall serve a term of one year, with the possibility of re-election for subsequent terms.

Officers will serve from 1 January following their election until 31 December. Based on the chapter's discretion, an officer may serve up to a 3-year term with the ability to serve up to an additional 3-year term. An officer may not serve more than 6 years consecutively. A chapter may define a "term" as less than three years.

## Article IV: Social Media Guidelines

### Section 1: LinkedIn Page Guidelines:

#### 1) Official Platform Adoption:

- The ASIS International Qatar Chapter has adopted LinkedIn as its official social media platform (<https://www.linkedin.com/company/asisqatar>)
- All official communications, announcements, and media related to the chapter will be primarily shared on LinkedIn.

#### 2) Official Photo Sharing:

- All official photos from ASIS International Qatar Chapter events must be shared via the official LinkedIn page first. Chapter officers and members are encouraged to repost the official post rather than creating individual posts.

#### 3) Tagging Requirements:

- All official posts should tag ASIS International and the event sponsor at a minimum.
- Tagging group photos with participants is highly encouraged to increase engagement and visibility.

#### 4) Content Integrity:

- Chapter officers must adhere to these guidelines to ensure the welfare and reputation of the chapter. Social media activities should not be used for personal gain but rather to promote the chapter and its activities.

#### 5) Content Approval:

- The Communication Chair is responsible for approving all content before it is posted on the official LinkedIn page to ensure consistency with the chapter's branding and messaging.

#### 6) Content Creation and Engagement:

- Chapter officers are encouraged to create engaging content that aligns with the chapter's objectives. This includes event announcements, member spotlights, industry insights, and more.
- Interaction with posts (liking, sharing, and commenting) is encouraged to increase visibility and reach.



## Section 2: WhatsApp Group Guidelines:

### 1) Group Types:

#### **Closed Group:**

- **Membership Restricted:** Participation is limited to ASIS members only, as verified by the chapter roster.
- **Exclusive Access:** Only individuals who are part of the ASIS Qatar Chapter and have been verified can join and access content within the group.
- **Purpose:** Closed groups provide a focused environment for members to discuss chapter-related topics, share resources, and collaborate on projects.
- **Example Groups:**
  - **Members Only** - For registered members of the ASIS International Qatar Chapter.
  - **Chapter Officers** - For official communication among chapter officers.
  - **Women in Security (WIS)** - A space dedicated to discussions and support for women in the security industry
  - **Official Study Group** - Paid study group members preparing for certifications or educational discussions.
- **Local Roster Maintenance:** Special groups like Women in Security (WIS) are required to maintain their own local roster, which should be updated periodically to ensure accuracy and member eligibility.

#### **Open Group:**

- **Membership Open to All:** Open groups are accessible to both ASIS members and non-members, allowing broader participation.
- **General Access:** Anyone interested in the group's theme or activities can join without the need for chapter verification.
- **Purpose:** Open groups aim to foster wider engagement, promote the chapter's activities, and potentially attract new members.
- **Example Groups:**
  - **NextGen** - For young professionals and those new to the industry.
  - **CPP PCI PSP Study Group (Pooling Only)** - For young professionals and those new to the industry.

In summary, closed groups are exclusive to ASIS members and maintain strict adherence to the chapter roster, while open groups allow participation from a broader audience to encourage wider interaction and engagement.

- 2) **Community Admin Role & Responsibilities:**
  - **Approving Connections:** Community admins are responsible for approving new members who request to join any of the WhatsApp groups. Approval should be based on membership status and relevance to the group's purpose.
  - **Content Moderation:** Admins must ensure that content posted is relevant, professional, and in line with ASIS International's standards. Offensive, irrelevant, or promotional content should be promptly removed.
  - **Communication:** Admins should facilitate communication within the group, ensuring that discussions are productive and respectful.
- 3) **Group Admin Role & Responsibilities:**
  - **Maintaining the Roster:** Each group admin is responsible for maintaining an up-to-date roster of members within their respective closed groups. Any WhatsApp number outside Qatar should be clearly mentioned in the roster.
  - **Primary Admin Assignments:**
    - **Members Only:** Chair and Membership Chair.
    - **Chapter Officers:** Chair.
    - **Women in Security:** Chair and Women in Security Liaison.
    - **Study Group:** Chair and Certification Chair.
    - **NextGen:** Chair and NextGen Liaison.
  - **Enforcing Guidelines:** Group admins are responsible for enforcing these social media guidelines within their specific groups.
  - **Approving Posts:** Admins should monitor the content posted and approve or remove posts as necessary to maintain the group's integrity.
  - **Member Support:** Group admins should provide support and guidance to members, addressing any issues or concerns related to group activities.
- 4) **Communication Chair Role:**
  - **Overseeing Communication:** The Communication Chair is responsible for overseeing all communications within WhatsApp groups to ensure they align with the chapter's mission and values.
  - **Content Coordination:** The Communication Chair coordinates with group admins to ensure that important announcements and updates are communicated effectively across all groups.
  - **Feedback and Reporting:** The Communication Chair should collect feedback from members on communication effectiveness and report any issues to the chapter's leadership team.

By adhering to these guidelines, ASIS International Qatar Chapter ensures a consistent, professional, and engaging presence on social media platforms while fostering a supportive and collaborative environment within its WhatsApp groups.

## Article V: Meetings

### Section 1: Regular Meetings

Regular meetings of the chapter shall be held **monthly**, at a time and place determined by the chapter's leadership.

### Section 2: Special Meetings

Special meetings may be called by the Chair or upon the request of a majority of the officers.

### Section 3: Quorum

A quorum for the transaction of business at any meeting shall consist of a majority of the members present.

## **Article VI: Committees**

### **Section 1: Standing Committees**

The chapter shall have standing committees as necessary to fulfill its mission, including a Membership Committee and Program Committee.

### **Section 2: Special Committees**

Special committees may be formed as needed to address specific tasks or initiatives.

## Article VII: Amendments

### Section 1: Proposal of Amendments

Amendments to these bylaws may be proposed by any member in good standing.

### Section 2: Adoption of Amendments

Proposed amendments shall be adopted by a majority vote of the members present at a regular meeting.

### Section 3: Record History

The chapter shall record amendments to bylaw by maintaining these tables and following the outlined points will help ensure that your document remains well-organized and that its evolution over time is clear and traceable.

#### 1. Version Number:

- Assign a unique version number to each iteration (e.g., v1.0, v1.1, v2.0).

#### 2. Date of Version:

- Record the date when each version was finalized or released.

#### 3. Author/Editor:

- Note the individual(s) responsible for creating or editing the version.

#### 4. Change Description:

- Provide a brief summary of what was added, modified, or removed in each version.

#### 5. Approval/Review Status:

- Indicate whether the version has been approved, by whom, and on what date.

#### 6. Document History/Revision Log:

- Maintain a log that records the history of all versions, including the reasons for changes.

#### 7. Table of Contents:

- Update the table of contents to reflect any changes in section titles, page numbers, etc.

#### 8. Footers/Headers:

- Include the version number and date in the footer or header of each page for easy identification.

#### 9. Document Control Number:

- Assign a control number to track the document within your organization (if applicable).

#### 10. Review Cycle:

- The document should be reviewed and updated annually.

Tables to Maintain:

### 1. Version History Table:

Purpose: Tracks all versions of the document and details changes made in each version.

Version	Date	Author/ Editor	Summary of Changes	Approval Status
v1.0	02-Sep-2024	Ranjiv Abraham	Initial draft	Approved
V1.1			Updated sections	

### 2. Approval Table:

Purpose: Records the approval details for each version.

Version	Date	Approved by	Comments
v1.0	02-Sep-2024	Ranjiv Abraham	Approved for initial release
V1.1			Approved with minor edits

### 3. Document Review Log:

- Purpose: Tracks the review process over time.

Date	Reviewer Name	Version Reviewed	Comments
02-Sep-2024	Ranjiv Abraham	v1.0	Initial review completed
		V1.1	

### 4. Change Request Log:

- Purpose: Documents requests for changes, who requested them, and their status.

Request Date	Requester	Requested Change	Version Impacted	Status
02-Sep-2024	Ranjiv Abraham	Add section on policies	v1.0	Completed
			V1.1	

## **Article VIII: Dissolution**

### **Section 1: Process**

In the event of dissolution, the chapter's assets shall be distributed in accordance with the rules of ASIS International.

## **Article IX: Code of Conduct**

### **Section 1: Professional Behavior**

Members are expected to maintain the highest standards of ethical and professional behavior.

### **Section 2: Disciplinary Actions**

Violations of the code of conduct may result in disciplinary action, up to and including expulsion from the chapter.



## **Acknowledgment**

All members must read and agree to abide by these bylaws before participating in the annual election or appointment process.