



## **Chapter Business Guidelines**

### **Chapter 193 - Toronto Ontario Chapter**

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## **1. Chapter Mandate and Restrictions**

The following constitute the Chapter Business Guidelines and were developed to provide a framework for conducting chapter business. These guidelines are intended to be consistent with the Policies and Procedures of ASIS Toronto and other ASIS International directives. Should there be any conflict the policies, procedures and directives issued by ASIS Headquarters shall prevail.

The chapter was awarded its charter by the Board of Directors on January 10<sup>th</sup> 1989. Through this charter the chapter will exercise all the rights and privileges given to them by ASIS for the geographical area defined for the Toronto Chapter, Chapter 193. Chapter 193 may not exercise any rights in the geographical area of another chapter without the written approval of the President of ASIS International. The chapter charter shall be retained by the Chair and it must be made available for display upon request. If the charter is misplaced or inadvertently damaged or destroyed a new copy shall be requested from headquarters as soon as possible.

The chapter is responsible for fostering, promoting, and furthering, within the chapter's geographical boundaries assigned by the Board of Directors, the purposes and objectives of ASIS as contained in the Bylaws of ASIS, in ASIS' strategic plan, and as disseminated by the Board of Directors.

The chapter must conform to the Bylaws of ASIS and adhere to all provisions of the ASIS Policies and Procedures Guide.

The chapter may make no representation, utterance, or commitment in the name of ASIS without approval from ASIS Headquarters.

The chapter may take a position on a matter that affects only the geographical area of Chapter 193. Such a position must clearly state it is the position of only the local chapter. All such positions must be stated in writing, and a copy must be forwarded to the Senior Regional Vice President, Regional Vice President, ASIS Treasurer, ASIS President, and Executive Director.

The chapter shall work toward achieving the vision of ASIS as stated in ASIS policy, to establish, develop, and promote excellence in the security industry by pursuing the following goals:

- A. Provide high quality educational programs for security management.
- B. Aggressively identify and fulfill the needs of members and potential members.
- C. Create forums for debate and the exchange of ideas.
- D. Promulgate standards for professional and ethical conduct.
- E. Promote the profession and ASIS to key audiences.
- F. Pursue and sustain strategic alliances with related organizations.
- G. Foster and enhance the effectiveness of ASIS volunteer leaders.
- H. Assure the continued growth of ASIS.

## **2. Rights and Privileges of Chapter Members**

Every chapter member in good standing, except an honorary member, has a right to hold office in the chapter executive, sit on any chapter committee, vote in any chapter election and vote on any motion brought to a vote at a chapter meeting. Honorary members do not enjoy these rights and privileges.

### **3. Elections**

Elections shall be held in November of each year for the four executive positions: Chair, Vice-Chair, Secretary and Treasurer. Should the Chair position be vacated before the end of the current term the Vice-Chair shall become Chair. Should the Vice-Chair, Secretary or Treasurer vacate their position before the end of the current term, or if the Vice-Chair position becomes vacant due to a vacancy in the position of Chair an election shall be held to determine a replacement. An interim executive member may be appointed to fill the vacant position pending an election.

A Nominating Committee of three members shall be appointed to:

1. Nominate, from the chapter's members in good standing, willing-to-serve candidates for election to the offices of Chair, Vice Chair, Secretary and Treasurer.
2. Ensure that each chapter officer nominated is available to attend chapter functions and will commit a responsible amount of time to the chapter office.
3. Submit in writing the names of its nominees to the Secretary of the chapter not later than 15 days prior to the annual meeting of the chapter.

Candidates for election to chapter executive positions are prohibited from campaigning for themselves or any other candidate. Campaigning is defined as soliciting votes or making explicit promises of action if elected. Campaigning by others is discouraged but not prohibited by ASIS policy. This does not prohibit the Election Committee requesting and distributing profiles on each nominee providing that a standard format is used and that the profile is limited to professional and ASIS experience.

At the annual business meeting of the chapter, the Chapter Nominating Committee shall announce its nominations for office for the coming year, and the election of chapter officers shall be held at the same meeting.

Nominations of members for the elective office may be made from the floor at the annual business meeting by any chapter member or Life member provided:

1. The nomination is seconded by another chapter member at the annual business meeting.
2. The nominee consents to serve if elected.
3. The nominee specifies that he will be available to attend chapter meetings and will commit a responsible amount of time to the office for which he is nominated
4. The nominee from the floor must be present or must have submitted a written statement to the Chair of the Nominating Committee agreeing to serve and stating his availability to attend meetings and devote a responsible amount of time to the elected office.

The election shall be done by ballot and the nominating committee shall tabulate the ballots once all members in attendance have had an opportunity to vote. The only alternate to direct alternative to voting in person at the chapter meeting is to vote by proxy, which requires a hard copy document to be presented at the election meeting on the voting member's behalf.

For any election to be valid a minimum of 5% of the eligible chapter membership must exercise their right to vote.

The Nominating Committee shall validate and announce the results within one day of the election. In the event of a tie for any position a new vote will be conducted to include only the tied parties as nominated candidates.

The Chapter Questionnaire identifying the new executive committee must be submitted to ASIS Headquarters by December 10 and the new executive committee will begin their term of office January 1.

#### **4. Installation of Chapter Officers**

Following the election, the newly elected officers of ASIS chapters are to be installed at a chapter meeting. The following script should be used by the outgoing Chapter Chair (ASIS executive at a higher level or the Nominating Committee Chair to perform the installation in the absence of the outgoing Chair):

“In accordance with the Bylaws of ASIS and the general regulations for chapters adopted pursuant thereto, the membership of Chapter 193, have elected the following officers to serve for the year \_\_\_\_\_, to take office January 1, [year].

Please rise as your name is called and remain standing until the conclusion of the installation:

Elected to the office of Treasurer:	[name]
Elected to the office of Secretary:	[name]
Elected to the office of Vice Chairperson	[name]
Elected to the office of Chairperson	[name]

[The installing dignitary now takes the podium and says:]

Chapter officers-elect, each of you has been elected to a position of trust and confidence by the membership of the Chapter 193 of ASIS International. I ask each of you to hereby swear and affirm that during your term of office, you will do nothing to bring disfavor or discredit upon ASIS and this chapter and that you will do your utmost to further the aims and purposes of ASIS and this chapter as well as the professionalism of the security field.

Further, that to the best of your ability, you will provide guidance, counsel, and leadership to the Chapter 193. That you will uphold and abide by the Bylaws of ASIS International as currently constituted or hereinafter changed by the Board of Directors.

Do you, and each of you, now solemnly swear or affirm to discharge faithfully and to the best of your ability, the duties of the office to which you have been elected, without fear or favor, so long as you shall hold that office?

[Each answers: “I do affirm.”]

The person performing the installation will then state “I declare you to be formally installed to take the office January 1, [year].  
Please be seated.”

#### **5. Powers of the Executive Committee**

The executive committee is empowered to act for and on behalf of the chapter between regular meetings of the chapter. All acts of the executive committee will be the first order of business during each following chapter meeting, and these acts must be adopted, amended, or rejected by the chapter’s membership.

## **6. Chapter Committees / Special Project Chairs**

The chapter will appoint other committees or special project chairs as required to meet the objectives of the chapter. The following positions must be filled as either committee or special project positions:

- Membership Chair
- Program Chair
- Education Chair
- Website Chair
- Golf Tournament Chair
- Best Practices Seminar Chair

## **7. Job Descriptions**

All job descriptions for all volunteer posts will be posted on the chapter website and updated on a bi-annually basis.

## **8. Meetings**

Chapter meetings generally will be held the third Thursday of every month. Chapter meetings shall normally be held in the GTA. Meeting venues will be determined by the program committee after considering financial implications, suitability for a professional association and any specific learning objectives that must be considered in deciding on an appropriate venue. Individual chapter meetings may be cancelled or rescheduled if required to facilitate participation in other chapter or ASIS sponsored activities.

In order to portray an appropriate level of professionalism the dress code of chapter meetings is business casual (no jeans or similar attire).

Notice of all meetings will be given to the members by e-mail and meetings shall be posted on the chapter web site. The meeting notice shall normally be issued at least two weeks in advance of the meeting attendance confirmation date. The notice must set forth the time, place, and solicit agenda items for the meeting. A second notice must then be issued via e-mail with a meeting agenda included.

Any person who registers for a chapter meeting (registrant) and fails to cancel their registration prior to 9:00 a.m. two days before the meeting shall be invoiced for the meeting unless the registrant notifies the Secretary of a cancellation by noon the day of the meeting and the meeting is attended by an individual who was not registered prior to 9:00 a.m. two days before the meeting. Where more than one person fails to cancel before 9:00 a.m. two days before the meeting and a lesser number of off-setting attendees participate, relief from invoicing will be first come first served based on the time of the cancellation notification. If the registrant fails to notify the Secretary of cancellation prior to noon on the date of the meeting an invoice will automatically be issued, whether or not off-setting parties attended.

A special chapter meeting must be called at any time by the Chapter Chair if at least five percent of the chapter members in good standing request one in writing and give the reasons. Notice of special meetings must be sent to all chapter members at least five days before the date of the meeting and indicate the purpose.

As per ASIS policy the most current version of Robert's Rules of order will be used at all levels within ASIS, including at chapter meetings with the following representing the fixed order of business:

1. Call to Order
2. Introductions

3. Guest Speaker
4. Reading of minutes of last meeting
5. Executive Committee Report
6. Committee Reports
7. Old Business
8. New Business
9. Announcements
10. Adjournment

Five percent of the total membership of the chapter constitutes a quorum for the transaction of business at any regular or special chapter meeting.

Members of ASIS who are not members of chapter 193 have a right to attend a chapter meeting as observers. They may participate in discussion when invited to do so by the Chair or by general consent but have no vote.

A chapter member may invite a guest to attend a chapter meeting. However, the guest is not entitled to participate in any discussions unless invited to do so by the Chairperson. Guests are not eligible to vote on any matters considered during the chapter meeting.

If the chapter votes to recommend a particular matter presented before it for the consideration of another chapter of ASIS, the Chair must advise the Senior Regional Vice President, Regional Vice President, ASIS President, and the Executive Director of the proposal in writing.

If the chapter votes to recommend a particular policy matter before it for consideration by the Board of Directors, the Chairperson of the chapter must advise the Senior Regional Vice President, Regional Vice President and the Executive Director of the proposal in writing. The Executive Director will then present the matter to the Chairman of the Board of Directors and the President for the consideration of the Board.

The meeting minutes shall be completed by the Chapter Secretary within one week and submitted to the Chapter Chair for approval. After the chapter minutes have been approved by the Chair, the minutes shall be posted in the members section of the chapter web site within one week with a notification to members that the minutes have been posted. A separate Chapter Activity Report shall also be submitted to ASIS Headquarters. The minutes are not to be disclosed to non-members.

Chapter executives shall make every effort to retain as a permanent record all correspondence, minutes, and financial records relevant to the finances, administration and decision-making within the chapter. Such records shall be retained for a period of three years with records of a particularly important or historical nature being retained indefinitely.

## **9. Type Font and Documents**

1. Use the new ASIS Toronto logo and re-size to 1.5" by 1.5". Insert logo into the header, centered.
2. Top Header should be 0.25" from edge of page; side margins should be 1".
3. Use Arial 11pt font for body text.
4. All documents for release or posting on chapter website should be approved by a member of the chapter executive.

## 10. Political Action

Chapter funds are not to be used to political campaigns and the chapter may not use its ASIS identity of affiliation to publicly endorse any candidate for political office at any level.

The chapter has an obligation to identify and debate the merits of actual or proposed legislative initiatives having a potential impact on the security industry. If appropriate, the chapter executive will seek the support of other levels of ASIS in making representations to the government on such initiatives. Every member has a right to make his or her own representations provided that they do not violate the ASIS Code of Ethics, ASIS policy or purport to be representing ASIS unless specifically authorized to do so.

## 11. Educational Programs

The chapter supports the ASIS Educational Objectives as stated in policy:

- The objective of the educational efforts of ASIS is to provide a range of offerings geared to promoting competence in the fundamentals of security; enhancing security knowledge and skills; and updating the body of knowledge for sound, ethical security management practices and emerging technology.
- Since the CPP, PSP and PCI Programs have formulated the body of knowledge considered fundamental to professional security practices. ASIS should present programs designed to convey that information. An educational path leading to the CPP designation should be provided.
  - In the event that the capacity of a CPP, PSP & PCI study program is reached where a waiting list for attendance is created, registered attendees who DO NOT meet ASIS Internationals criteria to write the associated exam will be asked to remove themselves from the course, so that persons on the waiting list, who DO meet ASIS Internationals criteria to write the associated exam can be admitted.
- In recognition of the need for progressive development in narrower security specialties, programs addressing the specific concerns of particular industries and security functions should be offered periodically to enhance knowledge in such areas.
- The programs of ASIS will incorporate regular means of bringing security professionals up-to-date on threats, security management practices, and technology.

To meet the general objective of security education the chapter will make its best efforts to have speakers who possess knowledge and expertise of the broadest interest to chapter members. The chapter will also encourage participation in the CPP, PSP and PCI programs, either through chapter sponsored preparation or through individual preparation, and support specialized learning through the promotion of specialized ASIS designations (CPP, PSP and PCI), ASIS courses (in-class and virtual learning), ASIS seminars and other educational opportunities.

It is the responsibility of the chapter executive to nominate interested members for all education awards and to determine the most suitable candidate for nomination in a fair and open manner. The chapter executive is also responsible for ensuring that the chapter nominates a candidate for the complementary pass to the Annual Seminar and Exhibits and that the nomination process is conducted in a fair and open manner. To ensure fairness, the decision of the chapter executive with respect to any nomination shall be approved at the next chapter meeting (majority vote) unless time constraints dictate that the nomination must be submitted before the next meeting, or via a draw. In that case the decision shall be announced and ratification sought at the next meeting. All nominees are entitled to be informed of the decision taken and, if requested, to be provided with an

explanation of the reasons that their particular application was or was not successful bearing in mind the right to privacy of other candidates, if not given away by draw.

The chapter must seek the approval of the President of ASIS International prior to sponsoring a chapter seminar. A chapter seminar is defined as an educational program of one or more days to meet the needs of the local membership and the following objectives as enunciated in ASIS policy:

- To increase knowledge and further the professional development of members of ASIS and other professionals.
- To broaden awareness of ASIS in a geographic area, so prospective members may learn about ASIS programs available through membership.
- To educate and to improve the techniques of the members of ASIS and other practitioners in the security field.
- To introduce new and innovative concepts for the consideration of the security profession.
- To expand and increase the knowledge of security professionals through mutual exchange of ideas and experiences.
- To meet fellow practitioners for informal exchange of experience, and for development of future professional contacts of value.
- To obtain revenue for the host chapter for use in furthering the professional objectives of ASIS.

## **12. Finances**

The ASIS fiscal year is from January 1 to December 31.

The chapter shall use all funds in the pursuit of ASIS objectives.

As per ASIS policy the chapter may not pay annual dues for its members from chapter funds or distribute any assets or surplus to individual members.

The chapter reserves the right under ASIS policy to establish dues to be paid by chapter members to the chapter. Implementation of chapter dues must be approved at a chapter meeting by majority vote.

ASIS is a not-for-profit organization and Chapter 193 cannot undertake any initiative that could jeopardize that status. Contributions may be made in the name of a chapter to another tax-exempt organization without jeopardizing this status. Contributions made in the name of the chapter should be limited to those organizations that are constituted to meet objectives that are in harmony with the purposes and objectives contained in the ASIS Bylaws.

The chapter executive shall recommend registration fee levels for chapter activities bearing in mind cost recovery and the revenue needed to conduct chapter business. Rates recommended by the chapter must be approved by the chapter membership at the next regular meeting (majority vote).

All monies, securities, and funds of the chapter will be received by the Chapter Treasurer or an executive member with signing authority for the chapter account and shall be deposited in an account in the name of the chapter in a sound banking institution. Regular accounts of all receipts and disbursements will be maintained by the Chapter Treasurer. These records shall be available for inspection by the executive committee, ASIS officers and chapter members in good standing.

Expenses to be charged to a chapter by ASIS require the approval of the Chapter Chair or designate, with such approval occurring before the expense is incurred except in exigent circumstances. Expenses incurred by a chapter executive member require the approval of the Chapter Chair. If the expense is incurred by the Chair it requires the approval of two executive committee members. Reimbursements will then be made by the Chapter Treasurer. The expense report, bearing all required approvals, will be retained in the chapter's files in accordance with established records retention schedules.

All cheques written on the chapter bank account shall require two signatures.

Receipts shall be maintained by the Chapter Treasurer concerning all disbursements. At each chapter meeting the Treasurer shall report on expenditures and receipts since the last regular meeting. Such a report is to include:

- a) Previous month's balance
- b) Income this month
- c) Subtotal
- d) Expenses this month
- e) Current balance on all accounts

The chapter financial records shall be examined and confirmed valid by a chapter member other than an executive member at the end of every fiscal year.

### **13. Donations**

The chapter may accept donations but no donation can be solicited or accepted for chapter activities unless the donation is provided in support of chapter activities. Donations and grants will be used only to support educational programs at the chapter level not for the purpose of defraying ordinary business operating expenses. Suitable acknowledgment, as appropriate, will be made of all donations received.

### **14. Sponsorships**

The chapter may solicit and accept sponsorships in support of its aims and objectives. Sponsorships are payments to the chapter to recover the cost of chapter activities for which the contributor may receive recognition as a sponsor. In deciding whether to solicit or accept any sponsorship, the benefits of revenues derived must be balanced with the need to maintain the professional integrity of ASIS.

The chapter has a sponsorship program that offers the following levels of sponsorship with the benefits to the sponsor associated with each sponsorship level:

Sponsorship applications are to be reviewed and approved by the chapter executive to ensure that accepting the sponsorship will not negatively impact the professional integrity of ASIS. In order to respect the spirit of ASIS policy on sponsorships:

- A. There shall be no preferential treatment given by ASIS in product, statement or service to any person, company or organization providing a sponsorship.
- B. Sponsorships shall be solicited or accepted from only those persons, companies or organizations who agree to not use or promote such sponsorship to further their own personal, organizational or economic interest, except as approved by ASIS Headquarters.

- C. The chapter will assure that opportunities to sponsor activities, products or services of the chapter are available to all persons or organizations interested in doing so and the sponsors are selected in a fair manner.
- D. Speakers, other presenters and authors will be notified in advance, if their work will be sponsored and by whom and must agree in writing to such sponsorship before presenting their work.

#### **15. Student Bursary Program**

The Student Subsidy Program is a program intended to support the development of future security professionals by providing a bursary to financially assist them in financing their education. Two scholarships, for one male and one female will be awarded in the amount of \$500.00 each. Applicants must:

1. Be in their final year of a security-related discipline at a community college or university
2. Maintain a current average of B+ or better
3. Write a 1000 word essay concerning a topic germane to a private sector security profession
4. Receive a letter of recommendation from their program coordinator confirming their integrity, intention to pursue a career in the private sector security profession and stating the current grade average for the candidate.
5. Be willing to attend a chapter meeting as part of the evaluation process
6. Be willing to accept a complementary ASIS student membership paid for by the chapter and in so doing agree to promote the association amongst the student population
7. Be willing to attend at least two chapter meetings within the school year in which they are being subsidized to report on their progress and any initiative they have undertaken in support of ASIS

All applications must be received no later than July 31 of their final year. The submissions will be initially evaluated by the Education Committee Scholarship Rep with a short list presented to the Education Committee Chairperson, for approval and presentation to the Executive for winner selection. A personal interview may be requested by the executive committee.

Preference will be afforded to students at educational institutions who have actively supported ASIS programs and activities through attendance at meetings or through other mutually beneficial initiatives.

The number of bursaries and the amounts awarded will be dictated by the financial position of the Chapter and the ability to elicit supporting funds from the ASIS Foundation. The chapter shall pay a one time student membership fee for the successful candidates.

#### **16. Code of Ethics**

The chapter supports the ASIS Code of Ethics and any violation of the Code of Ethics may be reported to the chapter executive or to ASIS Headquarters

#### **17. Chapter Assignment**

While chapter assignment is done automatically when a member joins ASIS every member has a right to request reassignment to another chapter. This is done through ASIS Headquarters.

#### **18. Membership Lists**

ASIS membership lists, including the chapter membership list, are proprietary and no chapter member is to provide any membership list to a third party. This does not preclude referral of a third

party to a specific member provided that the contact information is provided for professional reasons and that only published business contact information is provided, except as explicitly authorized by the member whose information has been requested.

#### **19. Honours at Chapter Functions**

When determination must be made in particular cases of the sequence or rank order for honours, the following orders of precedence shall be used:

1. Presiding Chapter Chairperson
2. ASIS President
3. ASIS Executive Director
4. ASIS Chairman of the Board
5. ASIS Vice President (When officially acting as the President or in the absence of the President, he/she ranks second,)
6. ASIS Secretary (If present by official designation or invitation)
7. ASIS Treasurer (If present by official designation or invitation)
8. Other ASIS Directors (If present by official designation or invitation)
9. Cognizant Senior Regional Vice President (If present by official designation or invitation)
10. Cognizant Regional Vice President (If present by official designation or invitation)
11. Other Senior Regional Vice President or Regional Vice President (If present by official designation or invitation)
12. Chapter officers in order: Vice Chairperson, Secretary, Treasurer

If distinguished guests have been invited to participate in a chapter function, the principal guest of honor will rank third, and other distinguished guests will thereafter rank in alternating order with ASIS officials.

Officials take precedence only when each is present by official designation of the ASIS President or at the specific invitation of the presiding Chairperson. Otherwise, each takes no precedence when in attendance. However, the presiding Chairperson may acknowledge the presence of these officials at a suitable place in the proceedings.

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