



Bylaws of ISACA Calgary Chapter

Effective: March/20/2014

Article I. Name

The name of this non-union, non-profit organization shall be Information Systems Audit and Control Association (ISACA) Calgary Chapter, hereinafter referred to as “Chapter”, a Chapter affiliated with the Information Systems Audit and Control Association (ISACA), hereinafter referred to as the “Association”. The Chapter, apart from its innate affiliation with the international Association, is an independent entity from any other association, enterprise, or entity.

Article II. Purpose

Chapter’s Purpose

The primary purpose of the Chapter is to promote the education of individuals for the improvement and development of their capabilities relating to the auditing of, management consulting in, or direct management of the fields of IT governance, IS audit, security, control and assurance.

The objectives of the Chapter are:

- To promote the education of, and help expand the knowledge and skills of its members in the interrelated fields of IT governance, IS audit, security, control and assurance;
- To encourage an open exchange of IT governance, IS audit, security, control, and assurance techniques, approaches, and problem solving by its members;
- To promote adequate communication to keep members abreast of current events in IT governance, IS audit, security, control and assurance that can be of benefit to them and their employers;
- To communicate to management, auditors, universities, and to IS professionals the importance of establishing controls necessary to ensure proper IT governance and the effective organization and utilization of IT resources; and
- To promote the Association’s professional certifications and IT governance.

Article III. Membership and Dues

Section 1. Classifications and Qualifications

Membership in the Association is a requirement for membership in a Chapter. Therefore, upon joining the Chapter, a person must also join the Association, with accompanying rights and responsibilities.

- A. Member — any person interested in the purpose and objectives of the Chapter as stated in Article II shall be eligible for membership in the Chapter, and the Association, subject to rules established by the Association Board. Members shall be entitled to vote and to hold office.
- B. Retired Member — any member, who presents proof of retirement status, subject to rules established by the Association Board. Retired members shall be entitled to vote and hold office at the Chapter level.
- C. Student Member — full time student currently enrolled in a degree program of an accredited college or university, subject to rules established by the Association Board. Student members shall be entitled to vote and hold office at the Chapter level.

Section 2. Admission

- A. Potential members shall:
 - 1. Meet the requirements of membership as outlined in Article III, Section 1.
 - 2. Complete an Association membership application form.
 - 3. Pay required dues to the Chapter and the Association.
 - 4. Follow the Code of Professional Ethics of the Association.
- B. Membership in the Association shall be conferred upon an individual when the Association has received the required Association dues for that individual.

Section 3. Dues

- A. Chapter dues shall be payable on or before 1 January of each year, in an amount determined by the Chapter Board, plus Association dues.
- B. A member whose dues are in arrears for more than 60 days shall no longer be deemed a member.
- C. A member shall forfeit membership if dues have not been paid to the Association and to the Chapter as required.
- D. Resignation — any member who resigns shall not be entitled to a refund of his/her annual membership dues.

Article IV. Chapter Meetings

Section 1. Educational sessions

Educational sessions of the Chapter membership shall be held at least four times a year or as determined by the Chapter Board.

Section 1a. Annual General Meeting

The annual general meeting shall be held in accordance with the directions of the board and shall be for the purpose of electing officers and Directors, receiving reports of officers and committees, and for any other business that may arise. The date and location of the annual general meeting shall be determined by the Chapter Board.

Section 1b. Special Meetings

Special meetings may be called by the President, the Chapter Board or upon written request by ten of the members. The purpose of the meeting shall be stated in the call.

Section 1c. Mail or Electronic Voting

If required, paper mail or electronic means may be used for the purposes of membership voting on resolutions approved by the Chapter Board, and such correspondence will be considered a special meeting for the purposes of these bylaws.

Section 1d. Quorum for Chapter Meetings

The quorum for any regular, annual general or special meeting shall be eight members. In absence of quorum, the meeting will be adjourned, and reconvened one week later or in accordance with the direction of the board. The new date and time will be communicated to members.

Section 1e. Act of the Membership

The affirmative vote of the majority of the members at any chapter meeting shall constitute an act of the membership.

Section 1f. Notification

Members shall be notified 30 days in advance of the annual general meeting. Members shall be notified at least 10 days in advance of any regular meetings or special meetings, except in case of emergency. Notification may be by postal mail, by email or by telephone.

Article V. Chapter Officers

Section 1. Chapter Officers

The Officers of the Chapter shall be up to 12 in number, constituting President, Vice President, Secretary and Treasurer, eight of directors shall be the Chapter Officers.

Section 2. Term of Chapter Officers

- A. The Chapter Officers, except the immediate Past President, shall be elected for a term of two years, or until their successors are elected and assume office, or until they resign or are removed from office. The term of office shall begin at the close of the annual meeting at which they are elected.
- B. No member shall hold more than one Chapter office(s) at a time, and no member shall be eligible to serve more than two consecutive terms in the same Chapter office unless decided by a majority of the Board.

Section 2a. Resignation or Removal from Office

- A. Any Chapter Board member may resign at any time through a formal communication to the President.
- B. The resigning Chapter Board member shall transition all duties to Chapter Board members to ensure continuity of Chapter tasks and initiatives in support of Article II.
- C. At any meeting at which a quorum is present, the Chapter Board, acting in good faith, may, by a 2/3 vote of those present, remove from the Chapter Board any member who in its judgment has violated the Bylaws, or Code of Ethics of the Association, or who has not fulfilled their duties related to their assigned responsibilities.

Section 3. Duties of Chapter Officers

The Chapter Officers shall perform the duties prescribed by these bylaws, and the parliamentary authority adopted by the Chapter.

- A. The Chapter **President** shall:
 - Preside at meetings of the Chapter and the Chapter Board,
 - Appoint all committee chairpersons and members,
 - Be an ex-officio member of all committees except the Nominating Committee,
 - Represent the Chapter at Leadership Conferences, and other conferences and functions, where appropriate or appoint another Chapter Board member as a representative,
 - Present an annual report to members at the annual general meeting - such report to consist of reports from various Chapter officers and committees,
 - Maintain communications with the Association and respond to Association enquiries,
 - Be responsible for submission of the required annual chapter reports to the Association within 30 days after the annual general meeting,
 - Supervise budgetary matters and proper internal control of finances, and
 - Perform other duties as pertain to the office of President, or which may be delegated by the Chapter Board.
- B. The Chapter **Vice President** shall:
 - Preside at meetings of the Chapter and the Chapter Board, in the absence of the President,
 - Perform the duties of the President in the event of his/her absence or disability, and
 - Perform other duties as pertain to this office.
- C. The Chapter **Secretary** shall:
 - Take minutes of the meetings of the Chapter Board, membership meetings, and annual general meeting, and maintain a copy of the records,

- Maintain accurate attendance records,
 - Be responsible for the legal affairs, Chapter records and correspondence pertaining to the Chapter,
 - Assist the President in the administration of Chapter membership meetings, and
 - Perform other duties as pertain to this office.
- D. The Chapter **Treasurer** shall:
- Be custodian of Chapter funds,
 - Receive and disburse such funds of the Chapter as shall be required in the conduct of its affairs and the carrying on of its activities or as directed by the Chapter Board,
 - Remit dues to the Association as required,
 - Submit a written report at each regular meeting,
 - In concert with the President, authorize expenditures from, or transfers of funds from/to, the Chapter US dollar credit account held at the Association,
 - Submit annual financial statements for presentation to the membership at the annual general meeting,
 - Submit books and records for audit when required,
 - File any and all tax forms required, and
 - Perform other duties as pertain to this office.
- E. The **Immediate Past President** of the Chapter shall:
- Provide advice and guidance to the new President and Chapter Board, and
 - Perform other duties as pertain to this office.
- F. The **Communications Director** shall:
- Maintain electronic lists of members and guests,
 - Forward information on events and other pertinent information to e-mail lists,
 - Identify and use other means of disseminating information about events and the chapter, where appropriate, and
 - Perform other duties as pertain to this office.
- G. The **Membership Director** shall:
- Maintain accurate lists of membership,
 - Disseminate membership lists as directed by Chapter Board, with due regard to security and privacy issues,
 - Report on membership data from the Association,
 - Coordinate plans for maintaining and Increasing Chapter membership, and
 - Perform other duties as pertain to this office.
- H. The **Certification Director** shall:
- Maintain resource material related to ISACA certifications,
 - Promote ISACA certification accreditation within the Chapter membership, including exam preparation sessions,
 - Maintain exam participation rate to sustain the local area as an exam writing site,
 - Report to Chapter Board on exam results,
 - Act as a liaison between exam participants and the Association, and
 - Perform other duties as pertain to this office.
- I. The **IT Governance Director** shall:
- Encourage Chapter membership to participate in review of Association standards and guidelines,
 - Promote the appropriate ISACA certification(s) and deliverable(s),
 - Provide liaison with Association re: IT governance issues and approaches to dissemination,
 - Assist in the inclusion of IT governance presentations in the chapter education sessions,
 - Coordinate with outside bodies on awareness, presentations and conferences related to IT governance,

- Stay current with the offerings of the Association as related to COBIT and other IT-governance resources
- Work with Education Director to arrange training sessions on COBIT
- Assist in expanding awareness and use of COBIT, and
- Perform other duties as pertain to this office.

J. The **Marketing Director** shall:

- Conduct general marketing and publicity of the Chapter, ISACA's certifications, COBIT, the Association, and any other new initiative,
- Coordinate initiatives involving partnerships and alliances,
- Acquire any required marketing materials from ISACA International as authorized by the Chapter Board,
- Exercise general policy control and direction of any mail-out kits, publications, editorial or advertising which the Chapter may issue, authorize or sponsor under the direction of the Chapter Board, and
- Perform other duties as pertain to this office.

K. The **Academic Relations Director** shall:

- Provide liaison with academic institutions,
- Establish opportunities to brief appropriate classes of academic institutions on ISACA, its certifications and IT governance,
- Coordinate scholarship initiatives approved by the Chapter Board,
- Liaise with appropriate professors, and where appropriate take steps to establish an "Academic Advocate" program in local academic institutions, and
- Perform other duties as pertain to this office.

L. The **Director at Large** shall:

- Contribute to the work of the Chapter Board on a wide variety of topics and projects, as directed by the President and Chapter Board.

Section 4. Chapter Officer Vacancies

- A. If a vacancy should occur in the office of President, the vacancy shall be filled by the Vice-President.
- B. If a vacancy should occur in any other office, except that of Immediate Past President, the vacancy shall be filled by the Chapter Board.
- C. If a vacancy occurs in the office of Immediate Past President, the vacancy shall remain vacant until filled by routine succession.

If a Chapter officer's membership in the Association shall for any reason terminate, that individual's position as Chapter officer shall automatically become vacant.

Article VI. Nominations and Elections

Section 1. Chapter Nominations

- A. A Nominating Committee shall be selected in the following manner:
A Nominating Committee shall be elected by the Chapter Board at their board meeting which shall include at least three members from the board.
- B. The Nominating Committee shall solicit candidates for office from the Chapter membership and shall nominate candidates for offices to be filled at the annual general meeting. These solicitations can be by e-mail, mail, via the web site, in person announcements at educational sessions or a combination thereof.
- C. Only members present at the meeting shall be eligible to vote at the meeting, proxies shall not be allowed. All business shall be approved or rejected based on a simple

- majority of all eligible voters at the annual meeting unless otherwise provided for in these By-Laws.
- D. Nominations from the floor shall not be permitted prior to the election unless agreed to by the nominating committee in advance. Each candidate shall have consented to serve and shall have completed the necessary requirements (Consent, conflict of interest etc.) in accordance with the guidelines of the Nominating Committee.
 - E. Every member who has served on the ISACA Board for a continuous 12 months preceding the AGM is eligible to stand as a Chapter Officer.
 - F. No member on the board shall be a director unless he / she has served a continuous period of 12 months on the ISACA Board.

Section 2. Chapter Elections

- A. All nominations shall be elected by ballot.
- B. In the event there is only one candidate for any office, voting on that office may be by voice or by show of hands.

Article VII. Chapter Board

Section 1. Composition of the Chapter Board

The Chapter Board shall consist of the officers listed in Article V, Section 1 and the members as elected by the Board.

Section 2. Duties

The Chapter Board shall:

- A. Supervise the affairs and conduct the business of the Chapter between business meetings
- B. Make recommendations to the membership
- C. Be subject to the orders of the membership
- D. Meet quarterly at a time and place determined by the Chapter Board
- E. Perform the duties prescribed in these bylaws and the parliamentary authority adopted by the Chapter
- F. Regular or special meetings of the chapter board may be held electronically. A conference meeting must be arranged at least 48 hours in advance of the call. Each member should seek recognition from the chair before beginning to speak, and each member should identify himself or herself prior to speaking. Motions will be voted on by voice vote. If the chair has a problem determining the vote, he or she may call for a roll call vote. The roll call vote is for determination of the outcome of the vote and shall not be recorded in the minutes. The minutes of the meeting shall be approved at the next in-person meeting.

Section 3. Financial Authority

The Chapter Board shall have the authority to:

- A. Approve the annual budget
- B. Expend funds allotted in the approved budget
- C. Authorize non-budgeted expenditures with the consent of President and the treasurer.

Section 4. Fiscal Year & Annual Financial Statements

- A. The fiscal year of the Chapter shall run from June to May unless otherwise established by the Chapter Board.
- B. The Chapter Board shall ensure that annual financial statements are prepared, approved by the Chapter Board, presented to members at the annual general meeting, and submitted as part of the Chapter Annual Report to the Association.



Section 5. Insurance

The Chapter Board shall secure whatever insurance coverage is deemed necessary to meet the needs of the Chapter.

Section 6. Quorum

A majority of the Chapter Board or two officers shall constitute a quorum for any Chapter Board meeting.

Section 7. Auditing

The books, accounts and records of the Chapter as maintained by the Treasurer shall be audited at least once a year by a duly qualified accountant or by two members of the Chapter appointed by the Board for that purpose.

The books and records of the Chapter may be inspected by any member of the Chapter at the annual meeting or at any time upon giving reasonable notice and arranging a suitable time with the Treasurer. All members of the Board shall have access to the books and records of the Chapter at any time.

Article VIII. Chapter Committees

Section 1. Program Committee

There shall be a Program Committee with the objective of developing and implementing the Chapter training and development events for the year.

Section 2. Special Committees

Other committees may be created as necessary by the Chapter Board.

Article IX. Indemnification

The Chapter shall indemnify any and all of its directors or officers or former directors or officers or any person who may have served at its request or by its election as a director or officer of another corporation, against expenses actually and necessarily incurred by them in connection with the defense or settlement of any action, suit or proceeding in which they, or any of them, are made parties, or a party, by reason of being or having been directors or a director or officer of the corporation or of such other corporation, except in relation to matters as to which any such director or officer or former director or officer or person shall be adjudged in such action, suit or proceeding to be liable for willful misconduct in performance of duty and to such matters as shall be settled by agreement predicated on existence of such liability.

The indemnification provided hereby shall not be deemed exclusive of any other rights to which anyone seeking indemnification may be entitled under any bylaw, agreement, vote of members, or disinterested directors or otherwise, both as to action in his or her official capacity and as to action in another capacity while holding such office.

Article X. Dissolution

If dissolution of the Chapter becomes inevitable, these bylaws must be rescinded by a two-thirds (2/3) vote of the chapter membership after ten (10) days' notice has been mailed to each member. In the event of dissolution, the Chapter shall notify the Chief Executive Officer of the Association, in writing, indicating the reason(s) for dissolution and shall return the Chapter charter and any other Chapter or Association documents to International Headquarters. All net assets shall be distributed to other selected ISACA chapters, or to a welfare, education, or civic project designated by the Chapter membership, with the approval of the Association's International President and Chief Executive Officer.



Article XI. Parliamentary Authority

The rules contained in the current edition of *Roberts Rules of Order Newly Revised*, shall govern the chapter in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules the chapter may adopt.

Article XII. Amendment of Chapter Bylaws

The Chapter Board shall approve all suggested bylaw changes and forward them to the Membership Division of the Association, with changes indicated. The Association must give approval to all bylaw changes prior to them being submitted for a vote by chapter membership.

Chapter bylaw amendments will be approved, at any chapter meeting, by a two-thirds (2/3) vote, provided that the amendment has been submitted in writing at the previous meeting, or has been mailed or e-mailed to the entire Chapter membership at least ten (10) days prior to the meeting at which it will be considered. The Membership Division of the Association will be advised that the Bylaw amendments have been approved, and will be sent a copy of the approved version of the Bylaws.

The Chapter Board shall conduct a periodic, ideally annual, comparison of the Chapter practices to the bylaws. The Chapter must ensure the compliance of the bylaws with the Association's bylaws and any applicable country or state requirements.

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