



Affiliate Handbook: Rev 1.3 2023 - 2024

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1. Welcome!

This handbook was designed to show you what it takes to operate a Women in CyberSecurity (WiCyS) affiliate group in your community. Like me, you are committed to making a difference in the lives of women in cybersecurity, and I'm glad you're a part of WiCyS. The handbook shows you how to be an effective affiliate leader by using all that our organization can provide.

From getting an email set up, to recruitment, mentoring or marketing, we are here to help. By taking a few minutes to understand what it takes to start and run an affiliate, I know your WiCyS experience will be upbeat, positive, and – most importantly – will help you make a difference in the lives of women in your community.

I'm honored that you chose to become a leader in the WiCyS program. WiCyS is the only nonprofit membership organization with international reach that is dedicated to bringing together women in cybersecurity from academia, research and industry to share knowledge, experience, networking, and mentoring. The initiative was created through an NSF grant by Dr. Ambareen Siraj at Tennessee Tech University in 2014 and has grown into a wonderful and sustainable alliance among academia, government, and industry. Though we've come a long way, there is still so much work to be done. Thank you for helping fulfill our mission!

If there is ever anything I can do to make your experience better, please contact me or anyone on the team at WiCyS—you can find us all on the WiCyS website. Again, thank you for making a difference in your community and best of luck to you as you take on a new role as a leader.

Sincerely,

Lynn Dohm
Executive Director

I. About This Handbook

Affiliates are provided this handbook annually with the charter agreement which governs operations and relations with the global organization. Each year the most current handbook link will be provided at the time of charter renewal. The handbook link should be passed on to new affiliate leaders when elected – remember: all new affiliate leaders must be reported to WiCyS Global when elected and must sign a new charter agreement that acknowledges that the handbook has been read.

Need a print version? Feel free to download it from the WiCyS affiliate portal – but remember, we may post updates to the handbook throughout the year, so stay tuned to the online version.

This handbook is considered the property of WiCyS. The handbook may not be distributed in any format, in whole or in part, outside the organization.

II. WiCyS Global Contact Info

A. WiCyS Global:

Mailing Address: 370 S Lowe Avenue, Ste A 244, Cookeville, TN 38501

Website: <https://www.wicys.org>

B. Staff Contacts:

Jaclyn Justice, WiCyS Professional Affiliate Manager: jaclyn@wicys.org

Lynn Dohm, WiCyS Executive Director: lynn@wicys.org

Michele Tomasic, WiCyS Deputy Director: michele@wicys.org

Myriam Saint Jean, WiCyS Financial Manager: myriam@wicys.org

III. About WiCyS

A. History

Women in CyberSecurity (WiCyS), established through a National Science Foundation Grant to Tennessee Tech University in 2013, is a nonprofit 501(c)3 membership organization that works to advance women in the cybersecurity workforce.

B. Mission Statement

WiCyS is a global community of engagement, encouragement and support for women in cybersecurity. We are dedicated to bringing together women in cybersecurity from academia, research and industry to share knowledge, experience, networking and mentoring.

One of the ways that WiCyS accomplishes its mission to recruit, retain and advance women in the field of cybersecurity is through the organization of its volunteers into affiliate groups worldwide. These volunteer groups enhance the WiCyS mission through outreach, awareness, networking, sharing, mentoring, and engagement.

C. Articles of Incorporation & Bylaws

Women in CyberSecurity (WiCyS) is a Tennessee nonprofit corporation and was formed in August 2018. A copy of the corporation's articles and bylaws are available in the affiliate portal.

D. Tax-Exempt Status & EIN

Women in CyberSecurity (WiCyS) is recognized as a tax-exempt 501(c)(3) public charity.

Affiliates do not need their own tax exemption status or federal tax ID number. Nor do they need to file any forms with the IRS. WiCyS and all the members and affiliates are one unified entity. WiCyS Global handles all filings required to maintain our tax-exempt status – and we need affiliates' help in doing that by sticking to the financial policies and procedures.

A copy of the WiCyS IRS Determination Letter is available upon request. A copy of the signed Affiliate Charter and the IRS Determination letter should be all that's needed to establish a tax exemption with donors upon WiCyS Global approval. To request this approval process, email jaclyn@wicys.org.

IV. Affiliates

To be recognized as an affiliate group with WiCyS, an application must be filled out and a charter agreement must be signed. This document extends the privileges and benefits of the organization to the affiliate (i.e., affiliate services, tax-exempt status, liability insurance, etc.).

WiCyS Global keeps a copy of all Affiliate Charter Agreements on file – affiliates should too by assigning the safekeeping responsibility to an affiliate leader. The charter outlines the rights and responsibilities of the affiliate. An unsigned copy is available at the end of this handbook for reference.

Any group of at least 5 WiCyS members in good standing may apply for chartered affiliate status. Affiliate applicants must meet the minimum criteria currently in effect, as determined by the WiCyS Board of Directors. Applicants, as the interim leadership of the affiliate, must also have been members of WiCyS Global for a minimum of 3 months at the time that the application is submitted. WiCyS's Board of Directors and/or Executive Committee is the sole authority determining whether an application meets the necessary criteria or whether chartered affiliates remain in good standing.

Per the WiCyS Global Bylaws, the relationship between WiCyS Global and the affiliates shall be based on the following responsibilities:

Section 8.3 Affiliate responsibilities. The local affiliate responsibilities include:

1. Payment of affiliate fee as determined annually by the WiCyS Global Board.
2. Promote WiCyS whenever possible.
3. Agree to WiCyS branding use policy.
4. Submit an annual report of activity
5. Hold four or more events per year

Section 8.4 WiCyS, responsibility to affiliates. WiCyS responsibilities to affiliates includes:

1. Affiliate recognition in materials, conferences and website.
2. Soliciting advice and input about the activities of the organization.
3. Provide WiCyS Global materials and promotions that provide content and coordination aligned with WiCyS vision.
4. Two opportunities for conference pre-registration for each affiliate

A. Are Affiliates Separate Corporations?

No. Affiliates are not independent corporations but are organized WiCyS members in good standing who carry out the mission in specific locations or regions. We are all members of WiCyS under one central brand standard and one corporate body.

B. Affiliate Leadership

Every affiliate needs at least 5 members in good standing to get started. Affiliate leaders must be assigned to the roles below within 3 months of the affiliate's formation. Affiliate leaders must be active WiCyS Global members for a minimum of 3 months before being added to the affiliate's leadership.

Affiliate should select at least 4 leaders to fill the roles below. Additional leadership positions can be created; however, these titles must be approved by the WiCyS Global Executive Committee. To request these title approvals, please email jaclyn@wicys.org.

These positions serve as the principal contact persons for WiCyS staff and WiCyS Global leadership.

Leadership guides the group in decisions about events, meeting schedules, how best to support the local community, etc.

Leaders should be capable of thoughtful interaction, have a commonsense approach to problem-solving and be committed to the group's development and achievement. All leaders should be dedicated to the mission of WiCyS.

1. WiCyS Affiliate President

- Drive preparation of affiliate goals
- Ensure that affiliate is meeting goal of four outreach events a year
- Communicate goals and purpose both within the group, as well as outside
- Represent WiCyS affiliate at cross-affiliate meetings and in collaboration with WiCyS Global
- Provide leadership for the affiliate leadership team as well the affiliate community
- Collaborate with leadership to foster areas of influence, including sponsorships, events, and community outreach.
- Attend events and/or speak at events on behalf of the affiliate and promote the organization
- Safeguarding affiliate community information and privacy

- Submit annual report due to WiCyS Global on February 1 every year

2. WiCyS Affiliate Vice President

- Assist the president in preparation of affiliate goals
- Assist the president in ensuring that affiliate is meeting goal of four outreach events a year
- Assist the president in communicating goals and purpose both within the group, as well as outside
- In cooperation with the president, represent WiCyS affiliate at cross-affiliate meetings and in collaboration with WiCyS Global
- Assist the president in providing leadership for the affiliate leadership team as well as the affiliate community
- Collaborate with leadership to foster areas of influence, including sponsorships, events, and community outreach.
- Attend events and/or speak at events on behalf of the affiliate and promote the organization
- Assist the president in safeguarding affiliate community information and privacy

3. WiCyS Affiliate Treasurer

- Drive financial strategy and planning
- Understand that financial transactions can only go through WiCyS Global
- Financial management
 - Submit receipts for reimbursement against WiCyS Global financial ledger
 - Submit WiCyS reimbursement: <https://zfrmz.com/mOgV0oadbGjEXSgtaqQu>
 - Manage and maintain the financial affairs of the organization
 - Submit financial report July 31st every year
- Budgets
 - Prepare annual budget
 - Monitor and compare actual revenues and expenses incurred through the WiCyS financial ledger provided
 - Track spending and reimbursement
- Communicate with sponsors and work with WiCyS Global on financial transactions
- Develop relevant content for funding-related communications
- Keep the leadership apprised of key financial events, trends, concerns

4. WiCyS Affiliate Secretary

- Set an agenda for each leadership meeting and share with the affiliate leadership.
- Assisting with other administrative tasks as needed for affiliate leadership
- Take meeting notes and share with the leadership team
- Take attendance for meetings and events and manage attendance sheet
- Ensure all affiliate community updates are included in biweekly notes
- Keep record of both hosted and supported events the affiliate is represented at
- Organize and manage Google Drive files or other collaboration tools as needed
- Attend and participate in Affiliate Leadership meetings and share with leadership

C. Affiliate Leadership Recruitment - *derived from the process used by WiCyS Neurodiversity with thanks!

Quality leadership recruitment is essential for high-performing affiliates. Leaders are responsible for overseeing and shepherding a strategic and dynamic approach to new leader identification, recruitment, and retention. It begins with the creation of a clear process for recruitment which every leader understands and uses. The goal is to identify what characteristics, talents, and expertise is needed in new leaders to move the organization forward and meet the goals of our future strategic plan.

a. Recruitment Process

i. Step One: Determine Future Needs in Leadership

Assess the strengths each current leader brings to the team and from that information. Determine which skills/characteristics/identities the group is lacking in order to be intentional about filling those organizational deficits in future recruitment of leaders. Prioritize needs for the upcoming year and seek individuals with the skills to drive those tasks forward. *WiCyS Neurodiversity Affiliate has an excellent process for this step, utilizing a skills matrix and gap analysis

ii. Step Two: Leaders Refer Names for Consideration

Once the leadership clearly understands what skills are needed, work together to identify prospective candidates, and collect their names and a synopsis of their background for consideration. Create a selection committee* will review the candidates and decide on a selection. It is important that when a leader reaches out to an individual to gauge interest, the leader has a generalized conversation about their skills and potential for leadership but DOES NOT MENTION SPECIFICS OR EXTEND AN OFFER, to avoid building an expectation that he/she serve in leadership.

*For an example of who should serve on a selection committee, WiCyS Neurodiversity's committee is comprised of the existing four leaders and two

advisors, and two additional advisors (by invitation from other established WiCyS affiliates

iii. Step Three: Assessing Fit and Presenting Names to Leadership

The selection committee reviews the fit of recommended prospects against the priorities of the leadership. The committee creates a running list of potential candidates and vets this list. Leaders will communicate their thoughts about the candidates on the list. If there are no objections, the group will decide which candidates to connect with and set up meeting times. If there are objections, discuss them and decide in the best interests of the leadership. Set up a “selection day” working meeting to complete this process.

iv. Step Four: Meeting Candidates and Exploring Their Interest

A member of the selection committee will approach the approved candidate(s), discuss possible leadership service, and ascertain their interest in serving. If a candidate is interested, the affiliate leadership will meet with the candidate, discuss the expectations of leadership service and determine whether this would be a good fit.

v. Step Five: Approving the Candidate

If the committee approves the candidate, they will review the candidate’s resume, bio and two professional references, discuss or comment, and conduct a final approval. If there is consensus from the leadership, the candidate will be officially nominated and voted in at a leadership meeting.

vi. Step Six: Welcoming the Candidate

The affiliate president and vice president will connect with each candidate to inform them of the leadership’s decision and invite them to an orientation session. The affiliate president will also send a welcome letter to new members, thanking them for their interest to establish a supportive leadership culture.

vii. Step Seven: Notify the Professional Affiliate Manager

Notify Jaclyn Justice (jaclyn@wicys.org) of any changes in leadership so that she may update contact information and send the charter and handbook to be signed by the new leadership.

D. Affiliate Governance

1. **Appointment of representatives.** Affiliates must vote on the leadership positions defined above that constitute the affiliate leadership team. **To be successfully voted into a leadership position, a candidate requires a simple majority of the existing leadership.** Additional team members may be elected at the affiliate's discretion, but titles must be approved` by WiCyS Global.
2. **Reporting In.** Affiliates must report into WiCyS Global to identify the leadership team members upon their initial election. As the leadership positions turn over, changes to the roster must be reported to the Professional Affiliate Manager, Jaclyn Justice (jaclyn@wicys.org) within a week of the election. At that time, Jaclyn will verify their membership and either add the new leader to the website, meeting invites, and any other needed lists, or she'll contact the affiliate's existing leadership with any concerns regarding the new leader.
3. **Term limits.** Any member may serve up to 3 years in a row on the leadership team. In order to foster mentoring and opportunity for other women, new leaders should be brought into the group periodically.
4. **Unable to fulfill leadership obligations.** If a leader is unable to fulfill their leadership obligation for the duration of their term, an interim leader may be appointed to finish out that term. At the conclusion of the term, the election process must be utilized to fill that position.
5. **Process to change leadership.**
 - **Resignation:** Any leadership position may resign at any time by delivering written notice to the rest of the leadership. Such resignation shall take effect upon receipt or, if later, at the time specified in the notice. No acceptance by leadership is required for such resignation to become effective.
 - **Removal:** Any leader may be removed without cause, at any time, by a unanimous vote of the rest of the leadership. Any leader under consideration of removal must first be notified about the consideration by written notice at least five days prior to the meeting at which the vote takes place. If the leader to be removed is the president, the next highest-ranking leader will act as president for the meeting at which the removal vote takes place and will become Interim President until a new interim president is appointed or, if close to the end of the term, until a new election takes place if the vote to remove the president passes. If the leader to be removed is a leader other than the president, and the vote to remove the leader passes, their interim replacement may be appointed until the conclusion of the term at which time an election to fill the leadership position will take place.
 - **Vacancies:** Vacancies shall be filled by vote of the majority of the leaders present at the meeting at which the vote is held, and the leader filling the vacancy shall serve for the remainder of the term of the position that was vacated. Any leader may make nominations to fill vacant leadership positions.

E. Do Affiliates Need Bylaws?

No. WiCyS is all one organization. Membership is governed by the WiCyS bylaws and affiliates are governed by the terms of their Charter, the WiCyS Global bylaws, this handbook and other policies and procedures of the organization. The Charter and the WiCyS Bylaws can be found at the following locations:

Charter: <https://wicysdev.wpengine.com/wp-content/uploads/2021/01/Charter-Agreement.12.3.2020-3.pdf>

Bylaws: <https://www.wicys.org/wp-content/uploads/2023/02/ByLaws-Approved-July2022.pdf>

F. Types of Affiliates

1. **Regional Affiliates** may include a country (i.e., WiCyS Australia), international region (i.e. WiCyS West Africa), state (i.e., WiCyS Florida), adjoining states (i.e., WiCyS Mid-Atlantic), or combine large metropolitan areas (i.e., WiCyS San Diego or WiCyS Houston).
2. **Corporate Affiliates** are created by a company or institution's that are strategic partners of WiCyS who form a group within that organization's community of women in cybersecurity (i.e., WiCyS Lockheed Martin).
3. **Specialty Affiliates** are based on a specific cybersecurity domain (i.e., WiCyS Critical Infrastructure Affiliate).

G. Affiliate Community Expectations

Below are the expectations WiCyS has for chartered affiliates:

1. Support the mission of WiCyS to help build a strong gender-diverse cybersecurity workforce by facilitating recruitment, retention and advancement for women in the field.
2. Contribute to recruitment, retention, and advancement of women at all levels.
3. Follow the terms of the Charter and the Affiliate Handbook.
4. Direct all fundraising activities through WiCyS channels.
5. Work with WiCyS Global on developing funding opportunities that serve the mission.
6. Submit a timely annual activity report (due February 1)
7. Maintain sound financial records and submit reports on time (due July 31)
8. Uphold WiCyS's organizational rules, policies, and procedures.
9. Actively work towards meeting WiCyS Global membership growth targets.
10. Maintain (at minimum) the following leadership positions from amongst the affiliate's community of WiCyS members in good standing:
 - I. WiCyS Affiliate President
 - II. WiCyS Affiliate Vice President
 - III. WiCyS Affiliate Treasurer

IV. WiCyS Affiliate Secretary

11. Host at least four events per year; and
12. Renew the Affiliate Charter Agreement on or before February 1.
13. Compliance with the WiCyS Code of Conduct

H. Affiliate Community Rights

Chartered affiliates have the following rights for the duration of their affiliation:

1. Use the name, logo and trademarks of Women in CyberSecurity (WiCyS) in compliance with the brand standards and guidance provided at the end of this handbook
2. Use of provided marketing materials and templates (banners, business cards, etc.)
3. Use of an official WiCyS email account, usually formatted as: `affiliatename@wicys.org`
4. Recognition on the WiCyS website and related online support (as developed)
5. Recognition in published materials, annual conferences, etc.
6. Conduct fundraising in the name of Women in CyberSecurity (WiCyS)
7. Restricted fund accounting on the general ledger of WiCyS to track affiliate funds raised
8. Receive affiliate seed funding in an amount determined by the Board
9. To exclusively cover the affiliate's region, corporation, or specialty as the affiliate territory
10. To be recognized by the name identified in the Charter Agreement.

I. Affiliate Community Restrictions

Chartered affiliates are prohibited from:

1. Forming additional corporate entities under the auspices of WiCyS.
2. Opening bank accounts or other financial instruments under the auspices of WiCyS.
3. Unauthorized use of the WiCyS tax ID number. If in doubt, reach out to Jaclyn Justice (`jaclyn@wicys.org`)
4. Representing the affiliate or its leaders as corporate officers of WiCyS Global (please refer to section B.10 of Affiliate Charter Agreement on required roles).
5. Signing contracts, loans, or other obligations on behalf of WiCyS.
6. Creating additional web domains, email addresses, marks, logos, or branding that would infringe on WiCyS's brand or create confusion about the corporate status of WiCyS or its affiliated volunteers.
7. Acting on behalf of the WiCyS corporation, except as agreed to.
8. Promoting programs or activities that are outside or inconsistent with the mission.
9. Engaging in any political activities, supporting candidates or lobbying.
10. Engaging in any conduct that would jeopardize the tax-exempt status of the nonprofit or negatively impact the organization. Please see this information from IRS.gov on activities that can negatively impact non-profit status: <https://www.irs.gov/pub/irs-tege/How%20to%20Lose%20Your%20Tax%20Exempt%20Status.pdf>

V. Getting Started

As soon as an affiliate application is approved, the following information will be distributed:

- WiCyS- issued Email
- Official WiCyS affiliate logo
- Banner
- Tablecloth
- Initial Swag (additional Swag, [see Appendix B](#))
- Access to affiliate specific toolkit
- Access to affiliate portal
- Entered into the WiCyS affiliate leaders-only forum in the member portal
- Invited to the WiCyS affiliate leaders-only meetings
 - First Tuesday of the month at 7 pm CT
 - First Wednesday of the month at 1 pm CT
 - INTERNATIONAL ONLY: First Wednesday of the month at 7 am CT
- Invited to an onboarding meeting with the Professional Affiliate Manager, Jaclyn Justice
- Invited to the WiCyS Global Leadership Series: Speak. Listen. Community.
- Announced on social media
- Added to the WiCyS Global website

VI. Membership

Recruiting new members is important to advancing the WiCyS mission and reach. It's acceptable for the community to include people who are not members of WiCyS Global. However, at some point, affiliates should strongly encourage folks to become WiCyS Global members. This secures each affiliate's ongoing funding (see [XV.B](#))

Each year, from December 1 to January 31, WiCyS Global holds a Link to Your Affiliate program to ensure local member support through WiCyS Global endorsement and continued funding for all affiliates. In this program, affiliate leaders send a link provided by WiCyS Global to WiCyS Global members in their affiliate community. For each WiCyS Global member who submits the form identifying an affiliate as their preferred connection, the identified affiliate receives a percentage of the dues that member has paid into WiCyS Global that year.

VII. Meetings

All affiliate leadership and community meetings are to have the required items below with all documents following the retention policy ([see XVI](#)). Please store these documents in the affiliate toolkit in Google Drive. Note: it is mandatory that affiliates post any events or meetings on the WiCyS Calendar of Events to improve wide market reach. Leaders may do so at this link: <https://www.wicys.org/events/calendar/>

- Meeting Agenda
- Meeting Minutes

Attendance requirements: Affiliate leadership should decide upon meeting frequency and schedule regular meetings accordingly. If a leader fails to attend either (i) any three (3) consecutive Regular Meetings or (ii) four (4) Regular Meetings during any twelve (12) month period between, the leader will be removed, effective at the next Regular Meeting, unless such removal is rescinded by a two-thirds vote of the leadership present at that Regular Meeting.

Every affiliate is required to have at least one representative at a Monthly Affiliate Leadership meeting to represent their affiliate and report new information back to the rest of the leadership. The Professional Affiliate Manager will take attendance at each meeting and audit the affiliates represented each month.

VIII. Events

It is an affiliate requirement to host four in-person or virtual events a year. Some affiliates host their online events on Zoom or Google Meet and promote it by submitting it to the WiCyS Global event calendar. <https://www.wicys.org/events/calendar/>. The information submitted to this link will then be placed on the WiCyS website for global reach and recognition as well as included in the WiCyS Newsletter. Each affiliate utilizes their own tools to hold events.

Examples of Events:

- WiCyS Australia Affiliate | Trivia Night
- WiCyS Houston Affiliate | Mix & Mingle Networking Event
- WiCyS Phoenix Affiliate | Internet of Things (IoT): Are We Arming the Enemy?
- WiCyS Mid-Atlantic Affiliates | Cyber Careers – Clearance

Affiliates will be audited by the Professional Affiliate Manager, annually. Those who are not actively holding events may be subject to probation and eventual dissolution.

IX. Fundraising

A. Overview

All fundraising activities are legally the fundraising activities of WiCyS Global. State charitable solicitation laws throughout the US and those of the global community vary widely. Noncompliance with state and federal laws can result in a revocation of the WiCyS 501(c)(3) status. WiCyS does not operate under a "group exemption" – affiliates are organized volunteers of WiCyS, and we are all one organization with one tax exemption to protect. Therefore, it is critical that affiliates coordinate with WiCyS on all fundraising activities. All grants, donations, and corporate sponsorships are the ultimate responsibility of WiCyS Global.

All funds collected by a chartered affiliate will be earmarked by WiCyS Global for affiliate use, subject to the percentage retained by WiCyS Global (10%) to support the mission and its operating expenses which are not incurred directly by affiliates (i.e., program support, staff, management, insurance, accounting, member / affiliate services, legal, state and federal compliance requirements, audits, etc.).

B. Accepting Donations

Individual members may not accept nor deposit donations into a personal account on behalf of WiCyS; all donations must be deposited with WiCyS Global to be accounted for and allocated to the appropriate affiliate. To obtain donations and sponsorships for the affiliate, provide one of the links below to the interested party. All gift acknowledgments and tax receipts must issue from WiCyS Global.

Affiliate donation form: <https://zfrmz.com/YZ5ps9U2fncmMvqYzBHC>

Affiliate sponsorship form:

<https://forms.zohopublic.com/zohodocs1545/form/WiCySAffiliateSponsorship/formperma/uldRe3gygwdRoJArDBnTO9rPERC0cNSJKMSwBTfy3Co>

Additionally, all affiliates are listed in Benevity, so any organizations that use the Benevity system can donate directly to an affiliate.

C. Accounting for Funds Raised

All funds collected by a chartered affiliate will be earmarked by WiCyS Global for that specific affiliate's use, subject to the percentage (10%) retained by WiCyS to support the mission and its operating expenses, which are necessary but not incurred directly by affiliates (i.e., program support, staff, management, insurance, accounting, member/affiliate services, legal, state and federal compliance requirements, audits, etc.).

D. Scholarship Programs

Due to the complex nature of IRS compliance for scholarship funds, chartered affiliates may not create any scholarship fund without direct approval, management and supervision by WiCyS Global. For requests to set up a scholarship, please contact Jaclyn Justice (jaclyn@wicys.org) to obtain clearance and to assist in the process.

Affiliates are prohibited from directly providing scholarships.

E. Sponsorships

1. Annual & Event Sponsorships:

WiCyS Global will accept all sponsorship dollars on behalf of affiliates. All sponsorship dollars will be accounted for in the appropriate affiliate ledger. WiCyS retains 10% to cover costs of sponsorship processing, bookkeeping and other affiliate support/resources. Affiliates should be aware of this when planning a sponsorship fundraising budget.

Affiliates must notify WiCyS Global about upcoming proposed financial sponsorships by completing the sponsorship form in the affiliate portal. The form can also be found at the following link: <https://forms.zohopublic.com/zohodocs1545/form/WiCySAffiliateSponsorship/formperma/uldRe3gygwdRoJArDBnTO9rPERC0cNSJKMSwBTfy3Co> Provide WiCyS Global with information about the proposed sponsor to and a description of the proposed use of the sponsorship revenues that are requested. WiCyS ultimately determines whether to accept the sponsorship in its sole discretion. If WiCyS accepts the sponsorship, WiCyS Global will issue an invoice and agreement. Once payment is received, a receipt will be provided to the sponsor that can also provide tax benefits if appropriate.

2. In-Kind Sponsorships

WiCyS Global can provide receipts for in-kind sponsorships upon request. Affiliates should not issue gift acknowledgment or sponsorship receipts.

3. Selection of Sponsorships

Affiliates should not request sponsorship from any organization or individual whose sponsorship could tarnish or disparage the image of the affiliate or WiCyS. WiCyS shall determine whether a sponsorship from an organization or individual would cause such an issue.

4. Selecting Recipients of Sponsorships Provided for WiCyS Related Activities

If a company wants to donate scholarships for conference attendance and designate that it goes to a member from a specific affiliate, they will make the donation to WiCyS Global. WiCyS Global will select the recipient from those affiliate members that applied for a scholarship. The affiliate leadership will not pick the person. There must be at least one more application than scholarships; otherwise, WiCyS Global will select from applicants. These scholarships will be offered during the scholarship process.

During the selection process, WiCyS Global will ask for insights and recommendations from the leadership as part of the consideration, in conjunction with the applications provided. This allows the affiliate leadership to shed any light on any extra information or extenuating circumstances that WiCyS Global should consider.

F. Grants

Grant funding can be an outstanding way to support the affiliate's activities. Grants are often available from a variety of local, state, and federal or foundation sources for a wide variety of projects.

It is important to remember, however, that each grant award is legally a contract with WiCyS Global as a whole, not the individual affiliate. WiCyS Global is responsible for the financial reporting related to the grant. Recall that the affiliate charter prohibits Affiliates from entering into any agreement or incurring any obligation on WiCyS's behalf without prior written consent.

Each grant contract brings with it a new set of requirements for reporting, ensuring grant funds are spent only on grant approved activities, and keeping grant funds secure Affiliates must work directly with WiCyS Executive Director Lynn Dohm on all grant applications.

Government grant funding, in particular, may carry with it rigid reporting burdens. As a tax-exempt organization, WiCyS, (including every affiliate), may be required to have an annual audit conducted – this includes all grant funds received. Audit implications and accounting principles always apply to WiCyS no matter who is managing the grant project. The consequences of not reporting grant income can be very severe. If WiCyS is found to be a bad grant recipient WiCyS could be "excluded" from ever receiving grant funds in the future. As a result, all grants (whether direct or pass through, federal, state, local or international) must be accounted for by WiCyS Global.

X. Member Lists

Membership lists are the property of WiCyS Global and are confidential. They are to be used for legitimate affiliate purposes only. International, national, state, and local membership lists are not to be reproduced, sold, made public, or given to any person, business or organization without written consent of the WiCyS Board of Directors and/or Executive Committee. Membership lists may not be used for personal or commercial gain. An individual affiliate membership list may be used from time to time with the approval of the affiliate leadership team and the Executive Director of WiCyS. For any and all permissions related to the use of membership lists, submit requests to the Professional Affiliate Manager, Jaclyn Justice (jaclyn@wicys.org).

WiCyS Global will not maintain lists of affiliate communities; that is the sole responsibility of each affiliate.

XI. Marketing, Brand & Trademarks

A. Use of Logo (see Appendix C)

B. Brand Standard Guidelines (see Appendix C)

C. Online Websites / Marketing

It is not a requirement for affiliates to have a website. If one chooses to do so, WiCyS Global requires a code of conduct and ethics statement, the WiCyS-issued logo, and WiCyS-issued email to be used. Once the website is launched, WiCyS Global will add a link to the affiliate's page on the main website of the global organization.

All marketing material issued from affiliates must include the WiCyS-issued email and logo.

Social media is encouraged to spread the knowledge and strength of the WiCyS organization and the community. WiCyS Global will do its best to assist in affiliate promotions with retweets, shares, etc. for reach. On Twitter, tag @WiCySorg and @lynn_dohm.

D. Press Releases

Press releases can be used when an affiliate celebrates a milestone or accomplishment, hosts a special event, has a special interest story, or timely news to share with the community.

A press release is written to members of the news media for the purpose of obtaining media coverage. Typically, it is mailed, faxed, or emailed to assignment editors at newspapers, magazines, radio stations, television stations, or television networks. The affiliate may develop a contact list of media outlets in the region.

Press releases have a standard format. A successful press release should be: Concise, well-written, factual, honest, and timely. Additional resources on writing a press release can be found at <http://www.wikihow.com/Write-a-Press-Release>. If affiliates have questions or need assistance with developing a press release, please contact Jaclyn Justice (jaclyn@wicys.org).

Press releases and all media inquiries regarding WiCyS as a whole are handled by WiCyS Global. If affiliate members are contacted regarding a media inquiry, please direct the press representative to contact:

Name: Lynn Dohm
Title: WiCyS Executive Director
Email: lynn@wicys.org

XII. Internal Audits

Affiliates may be inspected from time to time through periodic or spot auditing by WiCyS Global. Affiliates must promptly comply with all requests to produce equipment, financial information or other documentation as requested. Failure to comply with WiCyS internal audits may result in a hold, termination, or suspension of the Charter Agreement, or suspension of services from WiCyS Global for as long as the affiliate is not compliant.

- | | |
|--|--------------------------------|
| 1. Annual Report (see Appendix A) | Due by: February 1 |
| 2. Charter Agreement Renewal | Due by: February 1 |
| 3. Financial Report (see XIV.D) | Due by: July 31 |
| 4. Four Events a Year | Assessed after 12/31, annually |
| 5. Four leaders in the four basic positions | Continuously assessed |
| 6. Attendance of at least one leader at monthly meetings | Continuously assessed |

XIII. Insurance Information

Following is a summary of general insurance coverages. This is a summary of coverages only. This summary does not amend or alter the existing WiCyS Global insurance contract. Coverages, rates, terms and conditions are all subject to final determination by the insurance carrier. Affiliates are advised to call

WiCyS Global if there are any questions about the specific terms of insurance coverage that are not clearly addressed in this document.

The insurance contracts are renewed on an annual basis.

Coverages Maintained

WiCyS maintains the following insurance policies applicable to affiliates:

- General Liability

Liability coverage extends to any person or organization that is considered a "protected person" under the policy, specifically including the following:

- Affiliates in good standing are covered under the policy.
- Volunteers (including leaders) are protected only for activities conducted within the scope of WiCyS's mission.

XIV. Reporting WiCyS Activities

WiCyS is required to comply with IRS and many other state and federal regulations to maintain the WiCyS 501(c)(3) tax exempt status (used by all affiliates). Financial (see [XIV.D](#)) and annual reporting (see [Appendix A](#)) allows WiCyS to continue to receive funds as a nonprofit organization. It is essential that all Affiliates respond to inquiries and requests for detailed information in a timely manner.

XV. Financial Information

A. How Financials Work at WiCyS

WiCyS is a nonprofit organization, exempt from federal income tax under Internal Revenue Code Section 501(c)(3). Because of its status as a nonprofit organization, WiCyS is required to comply with various federal and state requirements, including filing federal information tax returns and complying with annual audit requirements.

Since affiliates are granted charters to operate under WiCyS's tax exempt status and legally fall within the corporate structure of WiCyS, all financial transactions of affiliates must be reported in tax filings and within WiCyS's audited financial statements. Because of this requirement, it is absolutely necessary for affiliates to maintain accurate and complete records and comply with the reporting requirements set forth by WiCyS Global. Keep in mind that each affiliate must individually be able to comply with any and all the documentation and reporting requirements of the audit.

Affiliates do not need to file any reports with the IRS or state regulatory agencies on their own. WiCyS Global handles all IRS filings as well as filings with the state agencies that regulate charitable organizations.

Due to the unique structure of WiCyS where affiliates retain control over when and how to spend all of the net funds they raise, WiCyS Global has developed a financial reporting system that is mandatory for all affiliates to follow and must be used to process all financial transactions that occur at the affiliate level. It is important that affiliates keep accurate records and maintain the system as instructed in the financial ledger provided in the affiliate toolkit. Remember, each affiliate must be prepared to present documentation to satisfy any audit inquiry, whether from a state auditor, an IRS agent or an independent CPA firm.

B. Funding

- **Seed Funding:** WiCyS Global provides an initial \$500 of seed funding to each affiliate. This information is added to the financial ledger in the WiCyS Global issued toolkit.
- **Ongoing Funding:** Additional affiliate funding from WiCyS Global is based on the "Link to Your Affiliate" program that runs December 1-January 31 of each year in which affiliates will receive 20% of their WiCyS Global members associated with their affiliate. The money raised during the "Link to Your Affiliate" program will be placed in the financial ledger.
- **Sponsorships and Donations:** See section IX.E

C. Affiliate Operating Budget

Each affiliate should develop an annual operating budget, to develop an understanding of fundraising goals and the costs to conduct activities each year. Annual operating budgets should be uploaded to the affiliate toolkit in Google Drive. Please remember to always cross reference with the WiCyS Financial Ledger.

D. Financial Year End Reporting

WiCyS's fiscal year end is July 31. It is critical that affiliates send their financial report to WiCyS Global for year-end accounting and audit preparations. The following items must be included in the report and placed in the "Reporting Documents" folder in affiliate toolkit by July 31:

- A recap of the financial ledger (in affiliate toolkit) identifying the reimbursement expenses
- In-kind or monetary sponsorship tracking and all documentation associated with it
- Projections for future spending

A template for this report can be found in the affiliate toolkit in the Financial Ledger folder.

E. State Sales & Use Tax

Each affiliate is individually responsible for working with WiCyS Global to comply with all state and local sales/use tax regulations. As a rule, WiCyS does not recommend the sale of goods – this helps avoid incurring sales tax obligations to a State or local government. WiCyS is not automatically exempt from the payment and/or collection of state and local sales taxes. In the event that a government agency levies a tax against WiCyS for affiliate activities, WiCyS will pay the assessment and debit the affiliates

ledger account. If affiliates have questions regarding sales tax rules at the state level, or need assistance please contact Jaclyn Justice (<mailto:jaclyn@wicys.org>).

F. Charitable Gambling

WiCyS recommends avoiding raffles and other forms of charitable gambling in the US, since state laws vary widely about licensing for these activities. Affiliates should contact the Professional Affiliate Manager, Jaclyn Justice (jaclyn@wicys.org), for assistance.

G. Handling Donor / Sponsor Funds

WiCyS Global accepts all sponsorship dollars on behalf of affiliates. A 10% administration fee will be deducted from the total sponsorship to support WiCyS Global in processing, bookkeeping, and other affiliate support/resources.

All sponsorships must be approved by WiCyS Global **BEFORE** any process is started (also see section [IX.E](#)).

Each affiliate is responsible for reporting financial summaries yearly (also see section [XV.D](#)).

H. Affiliate Reimbursement Billing Procedures and Payment Policy

The treasurer of each affiliate is the only person allowed to submit the WiCyS Global reimbursement form. The form is <https://zfrmz.com/mOgV0oadbGjEXSgtaqQu>. Myriam Saint Jean, WiCyS Financial Manager (<mailto:myriam@wicys.org>), will work with the affiliate treasurer on the form of payment. Reimbursements will be processed within a week. The expense must be directly related to the WiCyS mission.

Examples of items to be reimbursed: Zoom license, Eventbrite, MeetUp, additional banners, food for events, etc. Examples of items that are **excluded** from reimbursement: Leadership meetings, alcoholic beverages, donations, gifts, etc.

The volunteer must submit the reimbursement form within 60 days of incurring the expense. Any expenses submitted after the 60 day window will not be reimbursed.

XVI. Document Retention Requirements

It is required that the affiliate secretary take on the responsibility of being the manager of document retention. All affiliate documents such as meeting agendas, video recordings, meeting minutes, newsletters, reports, etc. are to be kept in a safe and secure location and accessible to the affiliate leadership. Affiliates may undergo auditing by WiCyS Global and must promptly comply with all requests to produce documentation when requested. An option is adding it to the WiCyS-issued toolkit.

XVII. Ethics & Code of Conduct

Please visit this link to review the WiCyS Code of Conduct: <https://www.wicys.org/affiliate-portal/code-of-conduct/>

XVIII. Legal Status & Internal Disputes

Chartered affiliates agree not to separately incorporate or seek 501(c)(3) income tax-exemption in the United States or in any other country. Individual members have the rights granted to members via the WiCyS bylaws. No legal status or entity is created through this Charter. This Charter is for the purposes of managing volunteers and assuring mission delivery and nonprofit compliance across a broad landscape. No legal standing for suit is created through this Charter.

While WiCyS and all its members and affiliates operate in good faith and strive for resolution of issues through open discussion, the parties acknowledge disputes and disagreements may arise. Affiliates may submit grievances to the WiCyS Executive Board through its internal grievance process. Please see the WiCyS Code of Conduct and be prepared to use it for justification of grievances. To submit a grievance, please document any and all details of the issue, compare to the Code of Conduct, and submit the grievance in writing to the Professional Affiliate Manager, Jaclyn Justice (jaclyn@wicys.org) to facilitate discussion with the WiCyS Executive Committee of the Board.

XIX. Holds, Suspensions and Terminations

A. Hold Policy

Affiliates must comply with the reporting deadlines for financial and activity information, leadership team members, etc. and with all basic policies as set forth by the Board of Directors. Failure to comply with WiCyS reporting requirements or policies may result in suspension of the affiliate's status as a Chartered affiliate in good standing; termination of the charter agreement; or, suspension of services from WiCyS Global for as long as the affiliate is not compliant.

B. Termination Procedure

In the event of a charter termination, the affiliate is disbanded. All rights to use of the logo, brand and name terminate at the time of termination. The affiliate name is the intellectual property of WiCyS and may be reassigned in the sole discretion of the WiCyS Board to a new affiliate applicant.

Upon termination affiliate leadership must remit all outstanding funds, intellectual property or technical assets (online accounts, logo files, etc.) to WiCyS Global. All leadership titles must be removed from social profiles (i.e. LinkedIn, Twitter, etc.) Any final reimbursements for eligible and approved expenses due to individuals from the affiliate will be processed within 45 days. Unrestricted funds that remain with WiCyS will be allocated internally in compliance with nonprofit accounting requirements. The individual members in good standing with WiCyS whose affiliate disbands may join any other chartered affiliate, including a reassigned chartered affiliate using the same name.

If an affiliate chooses to terminate their status voluntarily, the following checklist serves as a general guide for winding down the affiliate:

- Contact the Professional Affiliate Manager, Jaclyn Justice (jaclyn@wicys.org) to arrange for termination

- Ensure the affiliate contact database, media contacts and documents retained such as meeting agendas, meeting minutes, newsletters, etc. are updated in the affiliate toolkit and reviewed in a termination meeting with the Professional Affiliate Manager
- Return physical property of WiCyS such as banner, stickers/buttons, and tablecloth to:
 - Women in CyberSecurity (WiCyS). To do so, please contact Jaclyn Justice (jaclyn@wicys.org) to make necessary arrangements.
- Submit any final reimbursement request: <https://zfrmz.com/mOgV0oadbGjEXSgtaqQu>

XX. Affiliate Directory

WiCyS affiliate directory is maintained on the WiCyS website. Additional information is available in the affiliate portal.

XXI. Appendix

Appendix A: Annual Report Guidelines

WiCyS annual affiliate reports are due to WiCyS Global by February 1 of each year.

The template for the report will be provided by the Professional Affiliate Manager and can also be found in the affiliate toolkit.

Be prepared to include:

- **Affiliate Leaders**
 - First name, last name, email, and title
- **Activities**
 - A comprehensive list of all activities carried out during the previous year including meetings, mailings, reports, research, community engagement, volunteering, booth at conferences/events, elections, etc.
 - Typical event attendance numbers (approximately how many people did the affiliate reach in the previous year and how many does the affiliate expect to reach in the coming year?)
- **Event Speakers**
 - Name and contact information of speakers at events the affiliate has hosted.
- **Sponsorships**
 - Share any collaborations with sponsors
- **Social Media**
 - URLs for each social media account
 - Numbers of likes/followers on each account
- **Overview**
 - A short overview on the current state of the affiliate
- **WiCyS Mission**
 - Share the affiliate's goals to carry out the WiCyS mission in the coming year

Appendix B: Swag and Collateral

Swag

WiCyS Global provided swag

WiCyS Global provides affiliates with a finite amount of swag. If an affiliate wants additional swag, they can use the financial funding WiCyS Global provides (such as seed funding or additional funding) or have an affiliate sponsor fund it.

Affiliates will receive:

- Tablecloth
- Banner
- Buttons
- Stickers

Swag Request Form

- Complete the swag request form: <https://zfrmz.com/1RRv6wYtB2qjMFmR1ICg>
- Provide one point of contact address for shipping of the official WiCyS swag
- Need additional swag? Fill out the swag request form again.

Collateral

Affiliates have access to WiCyS Global branded collateral. All items are in the affiliate portal.

Additionally, each affiliate has a toolkit in which

- Brochures and flyers are included for customization and printing
- Business Cards
 - Provide Jaclyn at jaclyn@wicys.org with the following info:
 - First & Last Name
 - Affiliate leadership title
 - Email address
 - Changes to the business card format (i.e. additional information, QR codes, websites, etc.) must be approved by WiCyS Executive Director Lynn Dohm (lynn@wicys.org)

There are collateral standards that all affiliates must follow, and the files are in Adobe InDesign format. If leaders do not have the ability to edit these templates, contact Jaclyn Justice (jaclyn@wicys.org) for assistance.

Appendix C: Name and Logo Usage

NAME USAGE: To preserve the integrity of the Women in CyberSecurity (WiCyS) brand, spell "CyberSecurity" with a capital C and capital S as one word. Including the use of the acronym, "WiCyS," in all printed and digital materials as well. Affiliate names will remain in alignment with Charter Agreement ex. WiCyS Houston Affiliate, WiCyS Critical Infrastructure Affiliate, etc.

The WiCyS Logo



The logo consists of an icon: the shield; an acronym: the logotype; and the organization name spelled out in a particular font: the name.

The positioning of the elements to one another constitutes the logo. There are variations in placement and size depending upon use,

The logo elements are lined up so that the name and the logotype are always symmetrical to their centers. The logotype and shield line up so that the caps are centered in the height of the circle of the "lock."



Logo Variations

For maximum flexibility, the logo is available as a horizontal and a vertical format. In addition, the logo set has a "small" version that uses a larger type size for the name in relation to the other two elements for readability at small sizes.



Horizontal—this should be the format used most often. The "w" overlaps the shield. The name can be above or below the logotype.

Vertical Shield Top—this version should be used when a vertical or more square use of the logo is needed.



Vertical Shield Bottom—this should be used in conjunction with affiliates and chapters.



Logo Application

The logo is available in three production formats. Full color, 1-color and black&white. The color version is the preferred use but there will be instances when the others will be necessary. When in doubt, legibility is the determining factor.



Single color—When printing in a single color ink, this grayscale version of the logo should be used.



Overprint or reverse—if complex backgrounds make the full-color logo difficult to see, use the simpler version instead. Whether reverse or surprint is a determination that should be made when actually applying the logo. In this example, the reverse is more legible



Affiliate Branding

Affiliates and Student Chapters of WiCyS use officially approved titles alongside the WiCyS logo. These versions will be provided by WiCyS for your use.



Usage of the Logo

There are three ways to use the shield and logotype. Horizontally, the shield and logotype overlap. Vertically, the shield can be on top or below the logotype. The organization name can also be above or below the logotype.

Incorrect usage.

DO NOT....

...CHANGE THE COLORS



...CHANGE THE FONTS



...CHANGE THE SIZE RELATIONSHIP BETWEEN THE SHIELD AND THE LOGOTYPE




...CHANGE THE POSITION OF THE SHIELD



Color Palette

The color palette is built around three simple sets of hues that complement each other. The Prime row is the basic color building blocks for WICvS. They are based on the logo colors. However, all of the colors have been toned down to make them more demure when used in flat swatches, and the palette leans away from the red side of the wheel.

The Light colors are designed for backgrounds and can support a Reverse as well as an Overprint. They appear in the shield icon. The Accent colors provide a distinguishing color set away from the Prime set and can be used to create strong complementary color combinations when used with the Prime set.

PRIME				
	WICyS PURPLE 129R 41G 144B 60C 100M 0Y 0K	WICyS GREEN 177R 211G 74B 35C 0M 90Y 0K	WICyS BLUE 0R 104G 148B 100C 58M 27Y 0K	WICyS GOLD 221R 202G 110B 15C 15M 70Y 0K
LIGHT				
	WICyS LAVENDER 157R 157G 220B 38C 36M 0Y 0K	WICyS PLATINUM 244R 240G 174B 5C 0M 40Y 0K	WICyS SEAFOAM 104R 161G 193B 60C 25M 14Y 0K	WICyS MOSS 194R 206G 175B 25C 10M 35Y 0K
ACCENT				
	WICyS VERMILLION 255G 90G 0B 0C 83M 100Y 0K	WICyS TURQUOISE 0R 160G 160B 80C 16M 40Y 0K	WICyS BLUEGREEN 37R 117G 120B 85C 40M 50Y 10K	WICyS NEUTRAL 127R 140G 123B 55C 35M 54Y 0K

WiCyS Typography

WiCyS documents should be composed of two type families: **Gotham Narrow and Gotham.**

Generally, body copy should be set in Gotham Narrow, and heads, decks, sidebars and figure annotations can be in a variety of configurations of Narrow and Gotham. The font families have many variations, and any are appropriate to use, depending on the situation. Avoid using too many variations of the fonts within a page or document, as this will still create a busy, disorganized look.

If Gotham is not available, the Google Type alternatives are Open Sans and Open Sans Condensed.

Houschka is the branding font for WiCyS. In general, it shouldn't be used in copy or headlines but only in situations where it is attached to the logotype and icon or part of a branding initiative for a product or service. Houshaka has a variety of weights and alternate letterforms for creating an elegant unicaps look.

HOUSCHKA

Women in Cybersecurity
Women in Cybersecurity
Women in Cybersecurity
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Women in Cybersecurity

GOTHAM NARROW

Women in Cybersecurity
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OPEN SANS COND.

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