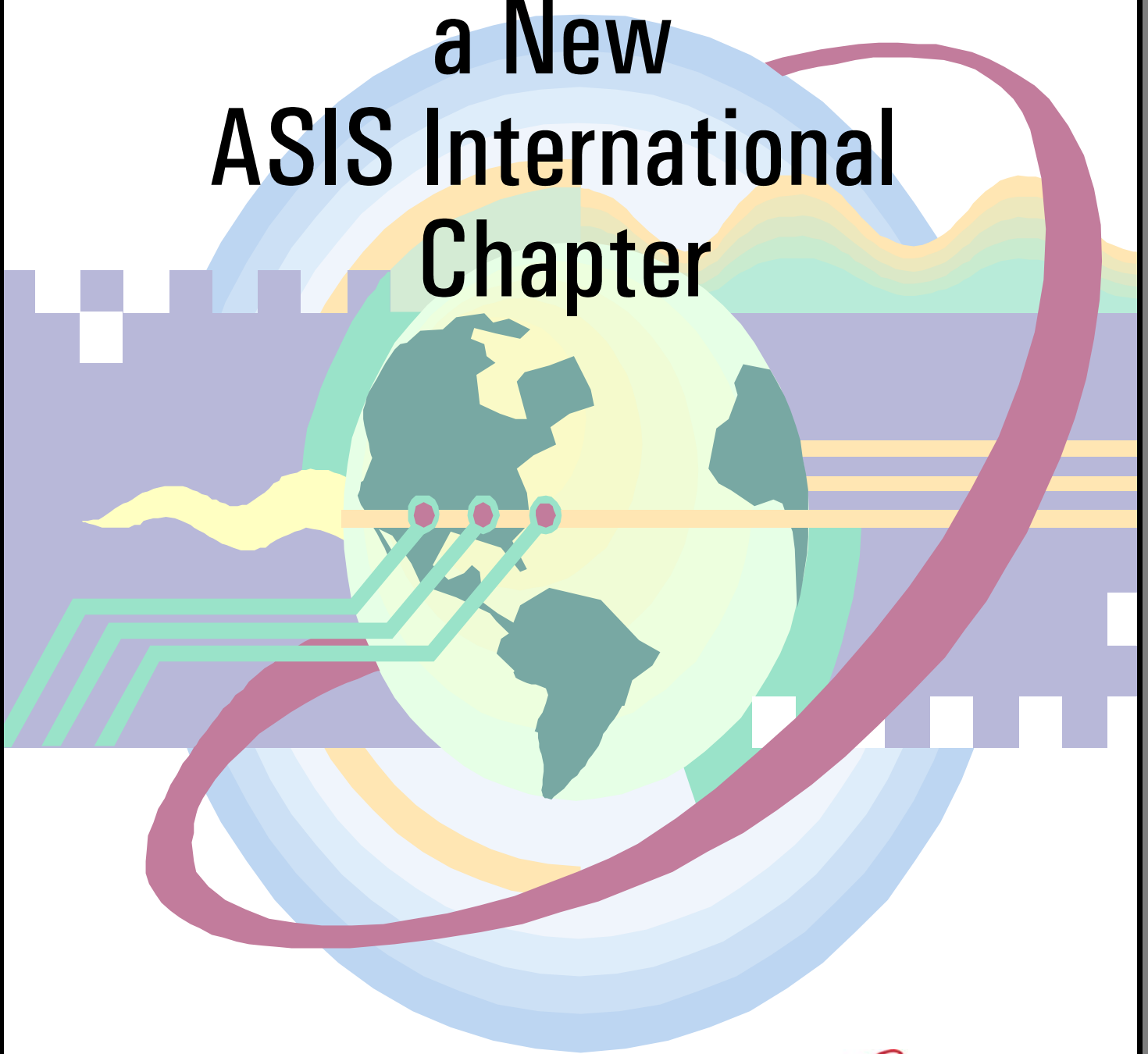


How to Form a New ASIS International Chapter



ASIS
INTERNATIONAL
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General Information

The Bylaws of ASIS International provide for the establishment of chapters within the organization in any country, state, and or geographical area by the Board of Directors. Chapters chartered by the Board of Directors shall exercise all the rights and privileges delegated to said chapters of the organization within the geographical area specifically defined for said chapter. No other chapter may exercise any rights in the geographical area of another chapter without the written approval of the President.

Chapters chartered by ASIS International must conform to all the requirements of the Bylaws and adhere to all the provisions of the Policy and Procedures Manual (The Policy and Procedure Manual is available online via the ASIS Website and will be accessible to the Chapter Chair once the charter is approved).

Steps in Forming a Chapter

1. Those interested in forming a chapter (petitioners) should contact the Regional Vice President (RVP) for the area or the Senior Regional Vice President (SRVP). The SRVP and RVP are communication links for a Chapter to report to both ASIS International Headquarters and the Board of Directors. The RVP is responsible for providing guidance in forming chapters and assistance where needed in chapter growth and programs. The RVP and the SRVP, if needed, will assist in determining realistic boundaries and will help the new Chapter obtain promotional materials that may be used to attract new members.
2. **Chapter Petition:** The petitioners must submit a Chapter Charter petition.
 - A. Selecting a name: Select a name descriptive of the area, yet recognized by individuals from outside the area. Such names as Central Montana, Northern Idaho, Chesapeake and Rio de Janeiro are descriptive and recognizable. Countries in which ASIS Chapters are being formed, should refrain from naming the new chapter solely by the country name. It is recommended that you select the name of the city, state or province and then list the country (i.e., Cordoba, Argentina; Delhi, India; Cape Town, South Africa, etc.). Names such as "Energy", "Kit Carson," "Western Slope," "Canada" or names any one from outside your area/country would not know or recognize are not acceptable. In addition, using the word "Greater" to describe the extended area for the chapter is not a viable option for a chapter name as well.

- B. **Establishing boundaries:** Please consult with your SRVP and RVP. Where there are no other ASIS Chapters in a 200-mile radius, few or no problems have been encountered. In areas where one or more ASIS Chapters already exist (e.g., New York, Los Angeles, and San Francisco metropolitan areas, or countries with more than one chapter, e.g., Australia, Brazil, or Canada), care must be taken to establish boundaries that will not infringe upon another chapter's chartered area.

To preclude any problems, draw a map of the proposed boundaries and forward a copy to each adjacent chapter requesting their input and endorsement in writing. A written memo or letter from the other effected chapters should be attached with the charter petition. In some instances, the SRVP and RVP may suggest the formation of a new chapter without the permission from other effected chapters, if they think the formation of the new chapter is warranted.

- C. **Postal Codes:** **NOTE: This is a requirement for US areas only!** The Petition must include an inclusive listing of the first three digits of the zip/postal codes for the area to be chartered. This is necessary as Headquarters uses the postal codes to determine chapter assignments for new members and for transfer requests.
- D. **Petitioners:** *A minimum of 15 members in good standing*, who are located within the boundaries of the proposed chapter, must sign the charter petition. A member in good standing is defined as an individual who has been accepted as a member of ASIS International and has paid dues in full for the current year. In order to ensure the continuity and growth of a chapter in a transient area the SRVP and/or RVP may require more than 15 petitioners to be listed on the charter petition. The makeup of the petitioners should be of a diverse nature with no more than 50% of the petitioners being from the same company or from the same area of security.
- E. **The Charter Petition:** Submit the completed Chapter Charter Petition with all required documents to the RVP. The RVP will forward to the SRVP for endorsement. Once endorsements have been obtained from the SVRP and RVP, the petition is forwarded to ASIS HQ Member Services for action by the Board of Directors at their next meeting. The Board of Directors meets three times a year: January, June and once in either September or October. Petitions must be received at ASIS HQ a month prior to the Board of Directors meeting to guarantee they are placed on the Board of Directors' agenda.

3. **Membership Promotion:** We encourage prospective chapters to recruit members in their area in order to help the new chapter implement and maintain successful strategies for growth and professional development.
4. **Charter Presentation and Installation of Elected Officers:** Upon approval of the petition by the Board of Directors, the SRVP and RVP will be notified by ASIS International Headquarters and sent the Chapter Charter. Other materials will accompany the charter that will assist the newly formed chapter in their efforts to become a success. The Policy and Procedures Guide will be available online via the ASIS website and the chapter will be given access once the petition has been approved and a current Chapter Questionnaire for the new Chapter has been submitted. The SRVP and/or the RVP will then contact the Chapter to help them establish a date for the organizational meeting. The RVP or SRVP will conduct the first organizational meeting and the initial election and installation of officers. The Chapter Charter will be presented at this meeting.

An invitation to attend this organizational meeting shall be issued to all known ASIS International members in the geographical area receiving the new charter. For the purpose of the organizational meeting, a majority of the petitioners shall constitute a quorum for conducting business.

5. **Assignment of Members to the Chapter:** Only those individuals signing the petition will be automatically assigned to the new chapter. If any other individual, currently a member of another Chapter, wishes to transfer and become affiliated with the new chapter, he or she must submit in writing either via E-mail, fax or regular mail their request to Member Services at ASIS International Headquarters. To facilitate the process during the first few months, the chapter should make available a transfer petition for all those wishing to transfer.

This transfer petition should read as follows:

"We, all members in good standing of ASIS International, do hereby request transfer to the Chapter."

Each member must sign the petition, PRINT his/her name, provide his/her ASIS Membership number, and identify the chapter from which he/she is transferring.



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Chapter Charter Petition

We the undersigned members in good standing, respectfully petition ASIS International's Board of Directors to grant a chapter charter in the name of:

We further petition the Board to establish the boundaries of the said Chapter and we suggest the following geographic area:

The following is a list of inclusive zip codes for the geographic area described above:
(US chapters only)

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IN CONSIDERATION of the Board of Directors granting the said charter, we hereby pledge to abide by the Charter of ASIS International, its Bylaws, and such regulations as the Board has promulgated, or may from time to time promulgate, for the organization, regarding the geographical boundaries of chapters.

This petition is respectfully submitted by paid ASIS International members in good standing, who have signed on the attached list.

The petitioner's name (PLEASE PRINT), signature and ASIS Member number **are required**. The signatures and ASIS Member IDs of at least 15 members in good standing who are located within the proposed chapter boundaries are required. Additional signatures are welcome and additional pages may be used.

<u>Petitioner (PRINT Name)</u>	<u>Signature</u>	<u>ASIS Member ID #</u>
1. _____ (Chairperson Elect) Phone Number: _____ <small>(include country and/or city code, if applicable)</small>	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____
10. _____	_____	_____
11. _____	_____	_____
12. _____	_____	_____
13. _____	_____	_____
14. _____	_____	_____
15. _____	_____	_____

I hereby concur and recommend to the Board that a chapter charter be granted as requested.

Regional Vice President (Print & Sign)

Date

Senior Regional Vice President (Print & Sign)

Date

Chief Executive Officer

Date

Board Approval: ____ Yes ____ No

Approval
Date: _____



Office Use Only
Chapter No: _____
Region: _____
SRVP Group: _____