Affiliate Guidelines

A STEP-BY-STEP GUIDE TO ESTABLISHING A WICYS REGIONAL, LOCAL OR CORPORATE AFFILIATE

Questions: Contact info@wicys.org

So you want to start a “Women in CyberSecurity (WiCyS) Affiliate” – but what’s involved? What will it take? How do you get started? What are the rules?

We want to make it easy for you and all the wonderful, excited individuals (both women and men) who believe in the WiCyS mission of recruiting, retaining and advancing women everywhere in the field of cybersecurity. The strength of WiCyS Affiliates will enhance WiCyS’ ability to make a huge difference in workforce hiring practices.

Here is a step-by-step approach and guidelines to enable WiCyS affiliates to get started, no matter where they may be.

WHAT IS A WICYS AFFILIATE?
WiCyS affiliates are groups created to help fulfill the WiCyS corporate mission to recruit, retain and advance women in the field of cybersecurity. Affiliates conduct meetings as frequently as they would like, in person as well as by conference call. They enhance the WiCyS mission through outreach, awareness, networking, sharing, mentoring and engagement.

There are three types of affiliate groups:
- Local Affiliates are geographically bound by city or county boundaries. Example: “WiCyS Denver Affiliate”
- Regional Affiliates may include a state or several adjoining states (to be coordinated with WiCyS to avoid overlap). Example: “WiCyS Mid-Atlantic Affiliate”
- Corporate Affiliates are created by a company or institution wanting to provide a community for that organization’s community of women in cybersecurity, and include the name of the organization together with the WiCyS brand. Example: “WiCyS ABC Company Affiliate”

HOW DO WICYS AFFILIATES WORK WITH WICYS?
You don’t have to “reinvent the wheel”!

WiCyS, as the corporate entity, is a non-profit 501(c)3 organization with a centralized functional structure that includes a Board of Governors, an Executive Director, and resources including legal, accounting, marketing, event planning/organization, sponsorship engagement, membership services, relationship engagement, Speakers Bureau, Job Board, a newsletter, and presence at other relevant women’s events, cybersecurity events, and information systems events.

Your affiliate group can take advantage of these services by tapping in through ongoing communications, such as:
- Positioning statement, branding guidelines, business cards, flyers, event banners
- Newsletter announcements
- Speakers Bureau
- Social media assistance and templates
- Press releases
- Booth presence at events

HOW DO I APPLY TO SET UP A WICYS AFFILIATE?
Any group, organization or person wishing to be designated as a WiCyS Affiliate must complete and submit a Request for Affiliate application [link to form], which is reviewed and approved by the WiCyS Board or a designated Board representative (i.e., WiCyS Affiliate Committee Chair).

Any person applying for WiCyS Affiliate status must be a WiCyS member in good standing.

Affiliate groups should consist of a minimum of five (5) WiCyS members to get started. The first five members will be listed in the application form.

Once approved, designations are valid for one year, and they require annual approval of the Board to be renewed.
Affiliate Guidelines (continued)

HOW MUCH DOES IT COST?

Each Affiliate will pay an annual administrative fee of $75. There is no additional charge to apply. Each member of the affiliate group must be a WiCyS member in good standing in order to attend affiliate meetings and pay a $5 per meeting contribution to the Affiliate to cover meeting expenses. The individual WiCyS annual membership fees are as follows:

- **Student** (must have a .edu email address to qualify) - $35
- **Government or non-profit** (upon verification) - $55
- **Non-Student, Non-Government Individual** - $95

HOW LONG DOES IT TAKE TO BE APPROVED AS A WICYS AFFILIATE?

We want you to get up and going ASAP! Upon receipt of the WiCyS Affiliate Application, WiCyS will review the application and send a notice to the Governing Board for approval. Approval is processed within two weeks from date of application.

WHAT'S THE NEXT STEP?

1. WiCyS will register your Affiliate on the WiCyS.org website, and note the launch of your organization in the WiCyS newsletter.
2. WiCyS supplies you (or the designated Affiliate Leader) with a wicys.org email address to use for communicating with your Affiliate group.
3. Determine how often you want to meet, where you will meet, and set up a conference call number if group members will be calling in. Affiliate groups must meet at least twice a year, but can meet as often as they wish.
4. Collect an appropriate contribution (e.g., $5) from each of your Affiliate group members at each meeting that can be set up as a pool to cover food and drink expenses, a WiCyS banner, and other expenses. NOTE: Graphic design for WiCyS banners, flyers, logos and other branded items are to be approved by WiCyS.
5. Assign an Affiliate Leader (if not yourself); a co-leader in case you are unavailable; and a note-taker to produce notes of each meeting, including any suggestions or action items you want to relay to WiCyS.
6. The Affiliate Leader must submit to the Chair of the Board Affiliates Committee a report by February 1 of each year that will be used to report to the WiCyS Governing Board at its Annual Meeting during the WiCyS Annual Conference in March. The report will include the following information:
   - Number of members, with analysis of membership patterns by type of institution, regional distribution, etc.
   - Activities carried out during the previous year, including meetings, mailings, reports, research, actions, elections, etc.
   - Plans for the coming year
   - A descriptive report of the overall health and vigor of the Affiliate.
   - An accounting of fees paid to the Affiliate pool and how funds were used.

A FEW GUIDELINES

WiCyS affiliates may not conduct activities that are not approved by WiCyS or may be perceived to be in competition with WiCyS. Such activities may lead to inquiry and/or removal by WiCyS of the Affiliate.

WiCyS’ growth and strength as an organization advancing the interests of women in cybersecurity is dependent on its ability to promote its members and the organization with a unified voice, brand and set of activities. WiCyS Affiliates must adhere to a common set of positioning statements, the WiCyS branding guidelines, membership models, sponsorship pricing, and WiCyS activities including the Speaker Bureau, newsletter, Job Board, Career Fair, Conference and hosted events.

Any questions about ways Affiliates can take advantage of the WiCyS resources will be addressed promptly. Contact info@wicys.org with any suggestions, concerns or questions.