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, Regional and Corporate Affiliates.

- **Local Affiliates** are geographically bound by city or county boundaries. Example: “WiCyS Denver Affiliate”
- **Regional Affiliates** may include a state, adjoining states (ie WiCyS Mid-Atlantic), or combine large metropolitan areas (ie WiCyS SoCal). Efforts will be coordinated with WiCyS to avoid overlap or conflicts
- **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, 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 a one-time administrative fee of $75. There are no additional charges. Each member of the affiliate group must be a WiCyS member in good standing. The individual WiCyS annual membership fees are as follows:

- **Student** (must have a .edu email address to qualify) - $15
- **Veteran** - $15
- **Faculty, 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 and that must be used on all marketing/digital Affiliate materials.
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 4 times per year, but can meet as often as they wish.
4. 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.
5. 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. Report instructions will be provided to each Affiliate’s WiCyS-issued email.

A FEW GUIDELINES

All Affiliate’s mission and purpose must remain in alignment and in support of WiCyS National. If at any time, WiCyS National feels like an Affiliate is misaligned, that Affiliate will go through a review process and WiCyS National has the right to revoke its Affiliate status.

All communication to the WiCyS Affiliate must go through the WiCyS-issued email account that WiCyS National establishes. This WiCyS-issued email is to be used on any Affiliate website and marketing materials.

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.

For more information about a WiCyS Affiliate, contact info@wicys.org.