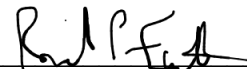


BYLAWS
OF
ISACA Atlanta, Inc.
(a Georgia Nonprofit Corporation)

Adopted By:



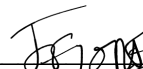
Reid Eastburn, President



Elizabeth Mavetz, VP Operations



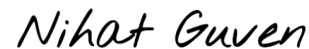
Rajeev Menon, VP Governance



Joan Collins, Treasurer



Vicki Maxwell-Bustillo, Secretary



Nihat Guven, Past President

Table of Contents
Bylaws
ISACA Atlanta, Inc.

Article I. Name 1

Article II. Purpose..... 1

Article III. Membership and Dues 2

 Section 1. Classifications and Qualifications 2

 Section 2. Admission 2

 Section 3. Dues 2

 Section 4. Termination and Suspension 3

Article IV. Chapter Meetings 3

 Section 1. Regular Meetings..... 3

 Section 2. Educational Sessions 3

 Section 3. Annual General Meeting 3

 Section 4. Special Meetings..... 3

Article V. Voting, Quorums and Notification 3

 Section 1. Voting 3

 Section 2. Quorum 4

 Section 3. Act of the Membership 4

 Section 4. Notification 4

Article VI. Chapter Officers 4

 Section 1. Chapter Officers 4

 Section 2. Term of Chapter Officers 5

 Section 3. Duties of Chapter Officers..... 5

 Section 4. Chapter Officer Vacancies..... 8

Article VII. Nominations and Elections 8

 Section 1. Chapter Nominations..... 8

 Section 2. Chapter Elections..... 9

Article VIII. Chapter Board 9

 Section 1. Composition of the Chapter Board 9

 Section 2. Duties..... 9

 Section 3. Meetings 10

 Section 4. Financial Authority..... 10

 Section 5. Fiscal Year & Annual Financial Statements..... 11

 Section 6. Insurance..... 11

 Section 7. Removal..... 11

 Section 8. Resignation 11

 Section 9. Vacancy 11

Article IX. Chapter Committees	12
Section 1. Standing Committees.....	12
Section 2. Duties of Standing Committees.....	12
Section 3. Special Committees	12
Article X. Indemnification.....	12
Article XI. Dissolution.....	13
Article XII. Parliamentary Authority.....	13
Article XIII. Amendment of Chapter Bylaws.....	13
Article XIV. MISCELLANEOUS PROVISIONS	14
Section 1. Conflict of Interest.....	14
Section 2. Committee Authority.....	14

Bylaws – ISACA Atlanta, Inc.

Article I. Name

The name of this nonprofit Georgia corporation shall be ISACA Atlanta, Inc., hereinafter referred to as “Chapter”, a Chapter affiliated with the Information Systems Audit and Control Association (ISACA), hereinafter referred to as the “Association” or “ISACA.” Although the Chapter is affiliated with the Association and is subject to the Chapter Affiliation Agreement and other directives of the Association Board of Directors, the Chapter is a legally independent entity from the Association as well as any other association, enterprise, or entity, and is responsible for its own legal and administrative affairs, including compliance with all applicable laws and regulations.

Article II. Purpose

The Chapter is organized exclusively for the promotion of common business interests within the meaning of Section 501(c)(6) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States internal revenue law) (the “Code”)

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 Information Technology (IT) governance, Information Security (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, certificates 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.

- A. Member - any member of the Association 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 of the Association, who presents proof of retirement status, subject to rules established by the Association Board. Retired members shall not be entitled to vote and shall not be entitled to 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. Proof of enrollment shall be submitted annually. Student members shall be entitled to vote and shall be entitled to hold office at the Chapter level.

Section 2. Admission

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

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. Dues and fees must be paid in full to the Association.
- C. A member shall forfeit membership in the Chapter and Association, if dues, fees or assessments have not been paid to the Association in compliance with terms as set by the Association Board of Directors and to the Chapter as required.
- D. Any additional Chapter dues or assessments that are paid directly to the Chapter must be pre-approved by the Association Board.

- E. Resignation - any member who resigns shall not be entitled to a refund of his/her annual membership dues.

Section 4. Termination and Suspension

- A. Only the Association has the authority to terminate Association and Chapter membership of an individual.
- B. Termination of membership in the Association, for whatever reason, shall automatically terminate membership in the Chapter.
- C. A person whose membership in the Association has been suspended shall not be deemed a member of the Chapter during the period of suspension.

Article IV. Chapter Meetings

Section 1. Regular Meetings

Regular meetings of the Chapter membership shall be held quarterly unless otherwise ordered by the Chapter Board.

Section 2. Educational Sessions

Educational sessions of the Chapter membership shall be held not less than twice per quarter-unless otherwise ordered by the Chapter Board.

Section 3. Annual General Meeting

The meeting in December/January shall be known as the annual general meeting and shall be for the purpose of electing and/or installing officers, receiving reports of officers and committees, and for any other business that may arise.

Section 4. Special Meetings

Special meetings may be called by the President, the Chapter Board or upon written request by 10 members of the Chapter membership. The purpose of the meeting shall be stated in the call.

Article V. Voting, Quorums and Notification

Section 1. Voting

Voting may be performed at a regular meeting; annual general meeting, or special meeting of members in conjunction with bylaw requirements for quorum and notifications to membership.

Alternatively, paper mail or electronic means may be used for the purposes of membership voting on resolutions and/or bylaw amendments approved by the Chapter Board, and such correspondence will be considered a special meeting for the purposes of these bylaws. The action may be approved without a meeting of members pursuant to Section 14-3-704 of the Georgia nonprofit Corporation Code if approved by members holding at least a majority of the

voting power and evidenced by one or more consents in writing or electronic transmission describing the action taken, signed by the member and delivered to the Chapter for inclusion in the corporate records. The consent in writing or electronic transmission is not valid unless (1) the same materials have been furnished as would have been sent to members with a notice of meeting or it contains an express waiver of the right to receive the material. Written notice of member approval shall be given to all members who have not signed the written approval or electronic transmission and the approval shall be effective ten days after such written notice is given.

Action taken without meeting pursuant to Section 14-3-708 of the Georgia nonprofit Corporation Code may be taken by a delivering a ballot in writing or my electronic transmission to every member entitled to vote. The ballot must (1) set forth each proposed action and (2) provide an opportunity to vote for or against each proposed action. Approval by ballot is valid only when the number of votes cast equals or exceeds the quorum that would be required at a meeting and when the number of approvals equals or exceeds the number of votes that would be required for approval at a meeting at which the total number of votes cast was the same as the number of votes cast by ballot. Solicitations for votes by ballot must (1) indicate the number of responses needed to meet quorum requirements, (2) state the percentage of approvals needed to approve each matter other than election of Directors and (3) specify the time by which a ballot must be received by the Chapter to be counted.

Section 2. Quorum

The quorum for any regular, annual general or special meeting shall be 50 members. In absence of quorum, the meeting will be adjourned, and either reconvened one week later, unless otherwise determined by the Board, or a mail or electronic vote will be sent to members. If reconvened, the new date and time will be communicated to members.

Section 3. Act of the Membership

The affirmative vote of the majority of the members present and voting at any Chapter meeting shall constitute an act of the membership. Proxy voting is not permitted.

Section 4. Notification

Members shall be given 30 days for nomination of Chapter Officers.

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

Article VI. Chapter Officers

Section 1. Chapter Officers

There shall be two groups of Chapter Officers:

- A. The Core Officers of the Chapter shall be six in number, constituting: President, Vice President - Governance, Vice President - Operations, Secretary, Treasurer, and Immediate Past President.
- B. The Director Officers of the Chapter shall be nine other members, constituting the Directors.

Section 2. Term of Chapter Officers

- A. The Chapter Officers, except the immediate Past President, shall be elected for a term of 2 years, or until their successors are elected and assume office, or until they resign or are removed from office. Their term of office shall be staggered with the President, Vice President-Governance, and Treasurer elected in even numbered years. And the Vice President-Operations and the Secretary elected in odd numbered years. 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 two Chapter Offices at a time, and no member shall be eligible to serve more than two consecutive terms in the same Chapter office. In the event a Chapter office is vacated and must be backfilled for the remainder of the original term, the member is eligible, if re- elected, to serve two consecutive full terms immediately following the back-filled term.

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 Board,
 - Ensure all Chapter Board members have reviewed the Chapter Affiliation Agreement,
 - Appoint all standing committee chairpersons and members and other committees as authorized by the Chapter Board,
 - Be an ex-officio member of all committees except the Nominating Committee,
 - Represent the Chapter at ISACA Leadership Conferences and other conferences and functions or appoint a designee, where appropriate,
 - Serve as liaison and advisor in coordinating the activities of the local Chapter in support of the Association,
 - 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 chapter annual report to the Association within 30 days after the annual general meeting,
- Supervise budgetary matters and proper internal control of finances,
- Ensure Chapter trainers for ISACA certifications are accredited by ISACA, 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 - Governance shall:

- Preside at meetings of the Chapter and the Board, in the absence of the President and Vice President - Operations,
- Perform the duties of the President in the event of his/her absence or disability and/or the absence or disability of the Vice President - Operations
- Conduct general marketing and publicity of the Chapter, certifications, CSX, CoBIT, the Association, and any other new initiative,
- Coordinate initiatives with the relevant directors as it relates to Chapter Governance, Certification courses, Academic relations, and other activities of the Chapter as necessary.
- Acquire any required marketing materials from ISACA International as authorized by the 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.

C. The Chapter Vice President - Operations shall:

- Preside at meetings of the Chapter and the Board, in the absence of the President,
- Perform the duties of the President in the event of his/her absence or disability,
- Coordinate the definition of short- and long-term strategic plans for the Chapter,
- Coordinate and oversee the formation and operation of specific committees to accomplish the chapter goals.

- Coordinate initiatives with the relevant directors as it relates to Membership activities, Chapter meetings, training events, networking events, Conferences, and other operational activities of the Chapter as necessary.
- Perform other duties as pertain to this office.

D. 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.

E. 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 financial 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, and for inclusion in the Chapter Annual Report,
- Submit books and records for audit when required,
- File any and all tax forms required, and
- Perform other duties as pertain to this office.

F. The Immediate Past President of the Chapter shall:

- Provide advice and guidance to the new President and Board, and
- Perform other duties as pertain to this office.

G. The Director Officers shall be responsible for topics and projects related to their respective areas of focus and will perform other duties as may pertain to their respective offices. Director Officers will contribute to the work of the Board on these and other projects as directed by the President and Board. The Director Officers shall be named as listed below. The Director at Large positions may be assigned program titles by the Board.

- The Director of Membership
- The Director of Certifications
- The Director of Programs
- The Director of Academic Outreach/Academic Alliances
- The Director of Professional Outreach
- The Director of Community Outreach
- The Director of Communications/Webmaster
- The Director at Large
- The Director at Large

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 - Operations.
- 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.
- D. 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 VII. Nominations and Elections

Section 1. Chapter Nominations

- A. A Nominating Committee of up to five members shall be appointed by the Board of Directors at their September meeting.
- 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. The Nominating Committee shall report to the membership at the regular meeting in October or November.

- C. Nominations shall be open and will be declared open by the President or designee at the regular meeting in the month of October or November. Nominations will then be accepted from the floor from any member of the Chapter. Between the nominations and the election of officers, the Board must approve each candidate by a 2/3 vote. A candidate not receiving the 2/3 vote shall be removed from the ballot.
- D. Nominees for the office of President and/or Vice President- Operations must have previously served on an ISACA chapter Board. Nominees for the office of Vice President- Governance, Secretary, and Treasurer must have served on an ISACA chapter board or in an ISACA volunteer/coordinator position. Any member who is not eligible for election to office, as stated in this subsection, may petition the Board to be exempt from the rules in this subsection. The petition must be approved by a 2/3 vote of the Board.
- E. Each candidate shall have consented to serve and shall have completed a Willingness to Serve agreement and Conflict of Interest form.

Section 2. Chapter Elections

- A. Core Officers shall be elected by ballot in conjunction with the annual general meeting if a quorum is present. Elections may be conducted using electronic medium; see Article V for voting details. Proper controls will be in place and verified so that no member votes more than one time.
- B. In the event there is only one candidate for any office, voting on that office may be by voice in conjunction with the annual general meeting.
- C. Directors may be nominated and elected by ballot by the Core Officers.

Article VIII. Chapter Board

Section 1. Composition of the Chapter Board

The Chapter Board of Directors shall consist of the officers listed in Article VI, Section 1. The Core Officers shall be voting members of the Board and the Director Officers shall be non-voting members of the Board. Core Officers and Director Officers may be referred to together as Directors.

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. Perform the duties prescribed in these bylaws and the parliamentary authority adopted by the Chapter.

Section 3. Meetings

- A. Meet monthly at a time and place determined by the Chapter Board. Special meetings of the Chapter Board may be called by the President and shall be called upon the written request of three members of the Board. Notice must be given to Chapter Board members at least 48 hours before a Special Meeting of the Chapter Board and must include the purpose of the meeting.
- B. 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 of the Board.
- C. The quorum for any regular or special meeting of the Chapter Board shall be a majority of the Core Officers of the board.
- D. Any action required or permitted to be taken at any meeting of the Board may be taken without a meeting if a written consent, setting forth the action so taken, is signed by all members of the Board. Such written consent shall be filed with the minutes of the proceedings of the Board.
- E. Notice of a meeting of the Board of Directors need not be given to any Director who signs a waiver of notice either before or after the meeting. Attendance of a Director at a meeting shall constitute a waiver of notice of such meeting and waiver of any and all objections to the place of the meeting, the time of the meeting, or the manner in which it has been called or convened, except if a Director states, at the beginning of the meeting, any such objection or objections to the transaction of business.

Section 4. Financial Authority

The Chapter Board shall have the authority to:

- A. Expend funds allotted in the approved budget
- B. Authorize non-budgeted expenditures not to exceed \$75,000 without prior approval of the membership
- C. Approve the annual budget

Section 5. Fiscal Year & Annual Financial Statements

- A. The fiscal year of the Chapter shall run from January 1st until December 31st unless otherwise established by the Chapter Board. An annual audit of the accounts and financial records of the Chapter in accordance with sound accounting practices will be completed. The audit results will be available to all members of the Chapter upon request.
- 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 6. Insurance

The Chapter Board shall use commercially reasonable efforts to carry at all times adequate insurance coverage to insure the risk associated with the Chapter's activities, and the insurance shall hold the Association harmless from any lawsuits, damages, other expenses or liabilities, arising out of the activities of the Chapter.

Section 7. Removal

- A. Any Officer Director who fails to attend a minimum of two (2) Chapter Board meetings within a year will be brought before the Chapter Board and may be removed from office by a majority vote of the voting members of the Chapter Board of Directors.
- B. Any Officer Director may be removed, with or without cause, at any meeting of the Chapter Board, by a majority vote of the voting members of the Chapter Board of Directors.
- C. Any Officer Director being considered for removal from the Chapter Board shall have the right to be heard by the Chapter Board before an official vote is taken.
- D. A Core Officer may be removed only for cause, such as fraud, and only by unanimous vote of the other Core Officers.

Section 8. Resignation

Any Director may resign by giving written notice to the President or the Secretary. The resignation shall be effective on receipt, unless the notice specifies a later time for the effective date of such resignation, or if the Chapter would be left without the minimum number of duly elected Directors, in which event the resignation shall be effective upon the election of a successor. If the resignation is effective at a future time, a successor may be elected before that time to take office when the resignation becomes effective.

Section 9. Vacancy

A vacancy in the Core Officer positions shall exist on the death, resignation or removal of any Core Officer, whenever the number of Core Officers authorized is increased; and on failure of

the voting members to elect the full number of Core Officers authorized. Such vacancies may be filled for the remainder of the term by majority vote of the voting members. A vacancy in a Director Officer position may be filled by the Core Officers.

Article IX. Chapter Committees

Section 1. Standing Committees

There shall be the following standing committees: membership, professional development, academic partnerships, business partnerships, and programs.

Section 2. Duties of Standing Committees

- A. The membership committee shall promote interest in the Chapter, and in the Association, and conduct an ongoing membership campaign. When requested by the Association, the local Chapter, through its membership committee, shall receive and forward applications for membership to the Association.
- B. The professional development committee shall recommend and oversee seminars and programs of professional education, except exam review courses. In addition, they should assist the chapter certification coordinator(s) in promoting the certifications examinations and professional designations locally and shall provide assistance in planning and conducting chapter's exam review courses.
- C. The academic partnership committee shall work with teachers and professors to promote interest in the Chapter, and in the Association at local universities and colleges. Additionally, when appropriate, the committee shall work to endorse our Academic Alliances program.
- D. The business partnership committee shall work with local businesses to promote interest in the Chapter, and in the Association. In addition, they should work with these businesses to help find speakers and sponsorship dollars, when appropriate.
- E. The program committee shall develop and implement Chapter training and development events for the year.

Section 3. Special Committees

Special committees may be created as necessary by the Chapter membership or the Chapter board.

Article X. 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 XI. Dissolution

If dissolution of the Chapter becomes inevitable, a resolution to dissolve the corporation shall be presented to the members. Dissolution must be approved 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, pursuant to Section 501(c) of the US Internal Revenue Code. The Association's International President and Chief Executive Officer shall be advised of the distribution plans.

Article XII. 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 the Chapter's Articles of Incorporation, and any special rules the Chapter may adopt.






Article XIII. 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 Membership Board 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 regular meeting or annual general meeting or paper or electronic vote as defined in Article V, Section 1, by a two-thirds (2/3) vote, provided that the amendment has been submitted in writing at the previous regular meeting, or has been mailed to the entire Chapter membership at least ten (10) days prior to the meeting at which it will be considered. If a 10-day minimum has not been met, the bylaws may be voted on as documented in Article V Section 1. The Membership Division of the Association will be advised that the bylaws have been approved and will be sent a copy of the approved version of the Bylaws.







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06/18/2019
13:38:33 UTC-5

Signed by Vicki Maxwell-Bustillos
(secretary@isaca-atlanta.org)
IP: 73.106.73.7



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