Bylaws of ISACA Atlanta Inc., a Georgia domestic nonprofit corporation.

As adopted by its membership on 17 December 2021.



1	Bylaws of
2	ISACA Atlanta Chapter
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Effective: December 18, 2021

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Article I. Name

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11 12 ISACA Atlanta, Inc., hereinafter referred to as "Chapter," is a chapter affiliated with the Information Systems Audit and Control Association, Inc. (ISACA), hereinafter referred to as the "Association." Although the Chapter is affiliated with the Association and is subject to the Chapter Affiliation Agreement and other directives of the ISACA 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.

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Article II. Purpose

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Chapter's Purpose

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The primary purpose of the Chapter is to promote the education of individuals and provide networking opportunities for the improvement and development of their capabilities relating to the auditing of, management consulting in, or direct management of the fields of IT governance, IS audit, cybersecurity, privacy, control, and assurance.

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31 32 The objectives of the Chapter are:

- A. To promote the education of, and help expand the knowledge and skills of its members in the interrelated fields of IT governance, IS audit, cybersecurity, privacy, control, and assurance;
- B. To encourage an open exchange of IT governance, IS audit, cybersecurity, control, and assurance techniques, approaches, and problem solving by its members;
- C. To promote adequate communication to keep members abreast of current events in IT governance, IS audit, cybersecurity, privacy, control and assurance that can be of benefit to them and their employers;
- D. To communicate to management, auditors, universities, and IS professionals the importance of establishing controls necessary to ensure proper IT governance and the effective organization and utilization of IT resources; and
- To support the Association's professional certifications and certificates.

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Article III. Membership and Dues

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Section 1. Membership Types and Qualifications

- Membership in the Association is a requirement for membership in a Chapter. Membership types in the chapter will mirror membership types in the Association. Any member of the Association shall be eligible for membership in the Chapter with the same membership type, subject to rules established by the Association Board. Only the Association Board of Directors has the right to add or remove membership types in the Association. Membership types in Chapter are:
- A. Professional Member—Any individual with a professional membership in the Association. Professional members of the Chapter shall be entitled to vote and to hold office at the Chapter level.
 - Retired Member—Any member of the Association, who presents proof of retirement status, subject to rules established by the Association Board. Retired members of the Chapter shall be entitled to vote and hold office at the Chapter level.
 - C. Student Member—Any member of the Association who is a full-time student currently enrolled in a degree program of an accredited college or university, subject to rules established by the Association Board. Student members of the Chapter shall be entitled to vote and hold office at the Chapter level.
 - Recent Graduate—Any member of the Association who graduated within the last two years from a recognized college or university, subject to rules established by the Association Board. Recent Graduate members shall be entitled to vote and hold office at the Chapter level.

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Section 2. Admission

- A. Potential members shall:
 - 1. Meet the requirements of membership as outlined in Article III, Section 1.
 - 2. Complete an Association membership application form.
 - Pay required Chapter and Association dues to 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

membership application and received the required Association and chapter dues, for that individual.

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Section 3. Dues

- A. Association and Chapter dues must be paid annually, in full, to the Association. Amount of Chapter dues shall be determined by the Chapter Board of Directors.
- B. A member shall forfeit membership in the Chapter and Association, if dues have not been paid to the Association or Chapter in compliance with terms set by the Association Board of Directors, as required.
- Resignation—Any member who resigns shall not be entitled to a refund of his/her annual Association or Chapter dues.

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Section 4. Member Termination

Only the Association has the authority to terminate Association and Chapter membership of an individual. Termination of membership in the Association, for whatever reason, shall automatically terminate membership in the Chapter.

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Article IV. Chapter Meetings

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Section 1. Regular Meetings

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Regular meetings of the Chapter membership shall be held quarterly unless otherwise ordered by the Chapter Board and shall be for the purpose of conducting the regular business of the Chapter.

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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.

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Section 3. Annual General Meeting (AGM)

The annual general meeting shall be held in December and shall be for the purpose of electing officers, receiving reports of officers and committees, and for any other business that may arise. The date and location of the AGM shall be determined by the Chapter Board. The AGM may be held in-person or electronically, as long as all members can simultaneously hear each other and participate during the meeting. The decision to hold a meeting electronically shall be approved by the Chapter Board.

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Section 4. Special Meetings

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

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Section 5. Electronic Meetings

Chapter meetings and educational sessions may be held in-person or electronically, as long as all members can simultaneously hear each other and participate during the meeting. The decision to hold a meeting electronically shall be approved by the Chapter Board.

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Section 6. In-person or Electronic Voting (NOT elections)

- A. Any action that may be taken at any meeting of members may be taken without a meeting, if the Chapter delivers a ballot to every member entitled to vote on the matter.
- B. The method of delivering the ballot may be by hand delivery, postal mail, email or via secured and validated electronic/internet-based tools.
- 108 C. A ballot must:
 - Set forth each proposed action; and
 - Provide an opportunity to vote for or against each proposed action.
- 111 D. Approval by ballot pursuant to this section will be valid only when the number of votes cast by ballot equals 112 or exceeds the required quorum, and the number of approvals equals or exceeds the number of votes that 113 would be required to approve the matter.
 - All solicitations for votes by written ballot must:
 - Be preapproved by the Chapter Board or the membership at a Chapter meeting; 1.
 - 2. Indicate the number of responses needed to meet the quorum requirements;
 - 3. State the percentage of approvals necessary to approve each matter:
 - 4. Specify a reasonable time by which a ballot must be received by the Chapter in order to be counted; and
 - Be considered a special meeting for the purposes of these bylaws.

Section 7. Quorum for Chapter Meetings

122 The quorum for any regular, annual general or special meeting, in-person or electronically, shall be 50 members. In absence of quorum, the meeting will be adjourned, and reconvened one week later unless otherwise determined by the chapter board. The new date and time will be communicated to members.

Section 8. Act of the Membership

As long as a quorum is present, the affirmative vote of the majority of the members present and voting at any Chapter meeting shall constitute an act of the membership.

Section 9. Notification

Members shall be notified 30 days in advance of the AGM. Members shall be notified at least 10 days in advance of any regular meetings or special meetings. Notification may be by postal mail, email, or telephone.

Article V. Chapter Officers

Section 1. Chapter Officers

The Officers of the Chapter shall be six (6) in number, constituting: President, Vice President – Operations, Vice President – Governance Risk & Compliance (GRC), Secretary, Treasurer, Immediate Past President. In addition, the Chapter shall include up to 10 non-voting Directors: Academics, Certifications, Communications, Diversity and Membership, Geek Week, Programs, Sponsorships, Technology, and two (2) at Large.

Section 2. Term of Chapter Officers

- A. The Chapter Officers, except the Immediate Past President, shall be elected for a term of two (2) years, or until their successors are elected and assume office, or until they resign or are removed from office. The term of office shall be staggered with the minimum officers, including the President, Vice President GRC, Treasurer, and Secretary elected in even numbered years. The Vice President Operations, the Secretary, and the in odd numbered years. The term of office for each shall begin at the first of the month following close of the AGM at which they are elected.
- B. No member shall hold more than two (2) Chapter offices at a time, and no member shall be eligible to serve more than two consecutive two full-year terms in the same Chapter office.

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. Chapter **President**:

The chapter president is the executive head of the chapter and is usually seen by the membership and the community as the local representative of ISACA. The president ensures chapter activities and efforts provide professional and personal growth for the members, as well as chapter sustainability.

B. The chapter president shall:

- 1. Preside at meetings of the Chapter and the Chapter Board;
- 2. Ensure all Chapter Board members have reviewed the Chapter Affiliation Agreement;
- 3. Appoint all committee chairpersons and members, except for the Nominating Committee, with approval of the Chapter Board;
- 4. Be an ex-officio member of all committees, except the Nominating Committee;
- 5. Ensure the chapter is represented by a chapter leader at all ISACA chapter leadership events. Attendance of individual(s) should be approved by the chapter board.
- 6. Serve as liaison and advisor in coordinating the activities of the local Chapter in support of the Association;
- 7. Present an annual report to members at the AGM; such report to consist of reports from various Chapter officers and committees;
- 8. Maintain communications with the Association and respond to Association inquiries;
- 9. Complete/submit the required annual Compliance documentation to the Association within 30 days after the Chapter's AGM;
- 10. Supervise budgetary matters and proper internal control of finances;
- 11. Execute agreements authorized by the Chapter Board of Directors;
- 12. Ensure Chapter trainers for ISACA certifications are accredited by ISACA; and
- 13. Perform other duties as pertain to the office of President, or which may be delegated by the Chapter Board.

The chapter president executes the policies and decisions of the chapter board by:

1. Ensuring chapter board policies are followed

- 184 2. Taking executive action where/when specific policies have not been written or established
 - 3. Leading the annual strategic planning process to identify goals and objectives for the chapter, ensuring those align with ISACA's global mission and initiatives
 - 4. Establishing a chapter calendar, including target dates for task completion
 - 5. Establishing oversight of contracts with vendors and sponsors

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C. Chapter Vice President-Operations:

The chapter vice president - operations is the position that oversees technology, communications, website, and social media. This role is also the point person for all chapter questions and inquiries and is responsible for taking over as the president in their absence.

- 1. Preside at meetings of the Chapter and the Board, in the absence of the President
- 2. In the event the president is absent or unable, perform the duties of the President;
- 3. In the event of a vacancy in the office of President, assume the office of President;
- 4. Coordinate the definition of short- and long-term strategic plans for the Chapter
- 5. Coordinate and oversee the formation and operation of specific committees to accomplish the chapter goals
- 6. Conduct general marketing and publicity of the Chapter
- 7. Coordinate initiatives with the relevant directors as it relates to Chapter meetings, training events, networking events, Conferences, and other operational activities of the Chapter as necessary
- 8. Perform other duties as pertain to this office

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D. Chapter Vice President-Governance Risk & Compliance (GRC):

The chapter vice president - GRC is the position that oversees annual compliance, chapter bylaws, chapter legal and insurance matters, certifications, and academic partnerships. This role is the backup for the Chapter President if the VP – Operations is unable or unwilling to do so.

- 1. Preside at meetings of the Chapter and the Board, in the absence of the President and Vice President Operations
- 2. 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
- 3. Coordinate diversity initiatives for the Chapter
- 4. Coordinate certification and certificate training and marketing
- 5. Establish routines to handle Chapter issues, insurance reviews, and legal matters
- 6. Coordinate initiatives with the relevant directors as it relates to chapter governance, academic partners, and other activities of the Chapter as necessary
- 7. Perform other duties as pertain to this office

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E. Chapter Secretary:

The chapter secretary assists the chapter board in chapter activities and efforts to ensure professional and personal growth for the membership, as well as chapter sustainability.

- 1. Take minutes of the meetings of the Chapter Board, membership meetings, and annual general meeting, and maintain a copy of the records
- 2. Maintain accurate attendance records
- 3. Be responsible for the legal affairs, Chapter records and correspondence pertaining to the Chapter
- 4. Assist the President in the administration of Chapter membership meetings
- 5. Perform other duties as pertain to this office

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F. Chapter **Treasurer**:

The chapter treasurer assists the chapter board in chapter activities and efforts to ensure professional and personal growth for the membership, as well as chapter sustainability. As the chapter treasurer, your chapter members have expressed their confidence and trust in you to oversee the funds of the chapter, as well as other responsibilities, such as tax filings, state/local and other mandated reporting for the chapter.

- 1. Be custodian of Chapter funds;
- 2. 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;
- 3. If received locally, remit dues to the Association as required;
- 4. Submit a written report at each regular Chapter and Board meeting:
- 5. Submit annual financial statements for presentation to the membership at the AGM;
- 6. Prepare and present financial reports
- 7. In concert with the President, authorize expenditures from, or transfers of funds from/to, the Chapter US dollar credit account held at the Association,
- 8. Submit books and records for audit when required

- 245 9. File any and all tax forms required
 - 10. Perform other duties as pertain to this office

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G. **Immediate Past President** of the Chapter:

The immediate past president serves as an advisor to the current president and other board members. He/she may also assist in organizing events, chairing special committees, or researching responses to questions from the board.

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H. Additional **Director** Roles:

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.

- 1. Director of Academics
- Director of Certifications
- Director of Communications 3.
- 4. Director of Diversity and Membership
- 5. Director of Geek Week
- Director of Programs 6.
- Director of Sponsorships 7.
- 8. Director of Technology
- 9. Director at Large
- 10. Director at Large

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Section 4. Chapter Officer Vacancies

- A. If the membership of a Chapter officer terminates for any reason, that individual's position as Chapter officer shall automatically become vacant.
- B. If a vacancy occurs in the office of President, the vacancy shall be filled by the Vice President-Operations.
- C. If a vacancy occurs in any office, except that of Immediate Past President or President, the vacancy shall be filled by Chapter Board vote.
- D. If a vacancy occurs in the office of Immediate Past President, the position shall remain vacant until filled by routine succession. A previous past president would not fill this role.

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Article VI. Nominations and Elections

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Section 1. Chapter Nominations

- A. A Nominating Committee of up to five (5) members shall be elected by the Chapter Board 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 AGM.
 - C. The Nominating Committee shall report to the membership by the end of October.
 - D. Nominations from the floor shall be permitted prior to the election.
 - E. Each candidate shall have consented to serve and shall have completed/signed a Willingness to Serve agreement and Conflict of Interest form. These documents should be retained electronically in a location that is determined and accessible by all members of the Chapter board.

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Section 2. Chapter Elections

- A. Chapter officers shall be elected by ballot.
- C. Elections shall be held electronically using a secure online voting tool and following the election rules, as determined by local law and the Chapter Board of Directors.

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Article VII. Chapter Board

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Section 1. Composition of the Chapter Board

299 The Chapter Board shall consist of the officers listed in Article V, Section 1.

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301 Section 2a. Duties

- 302 The Chapter Board shall:
- 303 A. Supervise the affairs and conduct the business of the Chapter;
- 304 B. Make recommendations to the membership;
- 305 C. Perform the duties prescribed in these bylaws and the parliamentary authority adopted by the Chapter, and in

Section 2b. Chapter Board 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, as long as all members can simultaneously hear each other and participate during the meeting. The decision to hold electronic Chapter Board Meetings shall be approved by the Chapter President or the Chapter Board. 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 meeting of the Board.
- C. The quorum for any regular or special meeting of the Chapter Board shall be a majority of the members 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 voting members of the Chapter Board of Directors. 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 3. Financial Authority

- 333 The Chapter Board shall have the authority to:
- A. Approve the annual budget.
 - B. Expend funds allotted in the approved budget.

Section 4. Fiscal Year & Annual Financial Statements

- A. The fiscal year of the Chapter shall run from January to December.
- B. The Chapter Board shall ensure that annual financial statements are prepared and verified or audited—as required by local law and/or these chapter bylaws—by an individual, who is NOT a member of this chapter. The verification or audit will be approved by the Chapter Board, presented to members at the AGM, and submitted annually to the Association as part of compliance reporting.

Section 5. Insurance

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

Section 6. Removal

- A. Any Officer who fails to attend two (2) Chapter Board meetings within a year within a 12-month period may be brought before the Chapter Board of Directors and may be removed from office by a majority vote of the Chapter Board.
- B. Any Officer may be removed, with or without cause, at any meeting of the Chapter Board of Directors, by a majority vote of the members of the Chapter Board. Any Officer being considered for removal from the Chapter Board of Directors shall have the right to be heard by the Chapter Board before an official vote is taken.

Article VIII. 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

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- 367 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

Other committees may be created as necessary by the Chapter Board.

Section 4. Meetings

Chapter committee meetings may be held in-person or electronically, as long as all participants can simultaneously hear each other and participate during the meeting.

Article IX. Indemnification

Chapter shall indemnify, hold harmless, and defend ISACA and its parent, officers, directors, partners, members, shareholders, employees, agents, affiliates, successors and permitted assigns ("ISACA Indemnified Parties") against any and all losses, damages, liabilities, deficiencies, claims, actions, lawsuits, judgments, settlements, interest, awards, penalties, fines, costs, or expenses of whatever kind, including reasonable attorneys' fees, fees, and the costs of enforcing any right to indemnification under the Chapter Affiliation Agreement and the cost of pursuing any insurance providers, incurred by the ISACA Indemnified Parties, arising out of or relating to any claim of a third party ("Claim").

Article X. Dissolution

If dissolution of the Chapter becomes inevitable, these chapter bylaws must be rescinded by a two-thirds (2/3) vote of the Chapter membership present and voting at a Chapter Meeting after ten (10) days' notice has been provided via postal mail or email 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 ISACA Global/the Association. 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 with the approval of the ISACA Board Chair and Chief Executive Officer.

Article XI. 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 and any special rules the Chapter may adopt.

Article XII. Amendment of Chapter Bylaws

The Chapter Board shall conduct a periodic, ideally annual, comparison of the Chapter practices to the bylaws. The Chapter must ensure the chapter bylaws comply with the Association's bylaws and applicable local laws and requirements.

The Chapter Board shall approve all suggested bylaw changes and forward them to the Association, in English, with changes indicated. The Association must give written approval to all bylaw changes prior to them being submitted for a vote by Chapter membership.

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Chapter bylaw amendments can be approved at any Chapter meeting by a two-thirds (2/3) vote of the Chapter Members present and voting, provided the amendment has been submitted in writing at the previous meeting, or has been mailed or emailed to the entire Chapter membership at least ten (10) days prior to the meeting at which it will be considered. The Chapter Board should advise the Chapter Relations team at the Association after the bylaw amendments have been approved by the membership and send a copy of the final, approved version of the bylaws. If the bylaws were approved in a language other than English, an English translation of the same should be provided. If translation expenses are prohibitive, the Chapter can request the Association have the Chapter bylaws translated. Such request is subject to review and final approval by the Association.

Article XIII. Miscellaneous Provisions

Section 1. Conflict of Interest.

A Director shall disclose to the Board of Directors the existence and nature of any direct or indirect conflicting interest which the Director has with regard to any transaction contemplated by the Board of Directors (a "Conflicting Interest") and all facts known to the Director respecting the subject matter of the transaction as required by Section 14-3-860 through 865 of the Georgia Nonprofit Corporation Code (the "Georgia Code"). A Conflicting Interest shall exist in Board actions including, but not limited to, actions concerning a transaction in which:

A. The Director or a related person has a beneficial financial interest, or

B. The Director or a related person is presently serving as a director, trustee, officer or general partner of another party.

Pursuant to the provisions of Section 14-3-862 of the Georgia Code, the action must be approved by a majority (but not less than two) of the Directors who do not have a Conflicting Interest and the presence and or vote of the Director with the Conflicting Interest will not affect the outcome if the other requirements of the applicable sections of the Georgia Code are met.

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Certification

THIS IS TO CERTIFY that the above bylaws of ISACA Atlanta Inc. were duly adopted by the chapter membership through election, effective 18 December 2021.

This the 27th day of Dec , 2021

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12 / 27 / 2021

Stacy Gensler

VP - GRC and 2021 Election Administrator

Brice Dobson Secretary

Election Results for Board of Directors Vote December 2021

2021 Bylaw Update Approval

Candidate Votes
Yes - I approve the updated bylaws as proposed 151
No - I reject the bylaws as proposed 4

Votes tallied: 155

Confirmation Code	Date Ballot Submitted	IP Address
4a8a4b923ee2d58	2021-12-17 18:30:48	108.76.113.168
c482c9e3fb559e9	2021-12-17 18:19:22	108.225.192.169
b1be72a1240c9d6	2021-12-17 18:15:55	73.82.22.10
b3825be83f6fc90	2021-12-17 15:43:57	92.119.18.144
8e106b0c714d819	2021-12-17 15:39:52	24.125.118.34
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af130f0fb986432	2021-12-17 10:51:40	216.180.246.195
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