



GUIDELINES FOR REGIONAL GROUPS

EXECUTIVE SUMMARY

All committee members will serve on the committee for a 2 (two) year term where after they need to be re – elected. The term runs per calendar year, being 1 January to 31 December.

The Regional Chair will serve on the committee for a 3 (three) year term where after he/she needs to be re – elected.

1. QUALIFICATIONS FOR CANDIDATES:

- All regional committees may not consist of more than 10 members unless the current committee can motivate the need to have more than 10 members to serve on the committee.
- All candidates nominated for that specific region must be based (work or stay) in that specific region nominated.
- All candidates must be paid up members of the local chapter, and must have been members for a minimum of two (2) years.
- Only Certified Fraud Examiners (CFE), being members in good standing of the Association of Certified Fraud Examiners International, may hold the position of Chair (exclusion: where a new committee is formed, they can apply at the ACFE SA for the interim chair to be an Associate in good standing), and Vice Chair. The committee may vote to allow Associate Members to hold the Portfolios of Training, Legal etc., as the committee deems fit.
- Only members, being CFE members in good standing of the Association of Certified Fraud Examiners International and SA Chapter, may hold positions as Chair, Vice Chair and Treasurer. Associates may hold other positions allocated by the committee.
- Affiliates can serve on the committee, but are not allowed to hold Chair portfolios. Their input is valuable and will be allowed to help drive the region.
- The elected members of the committee will consist of a Chair, Vice Chair, Secretary, Treasurer and Training Officer.
- The Chair will be selected by the committee during the first regional meeting, after which remaining portfolio allocations will be made.

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- There is no limit on number of nominations.
- Election of a Chair: Only CFE's in good standing of both the local and regional chapter can stand for election. As per the MoI of the ACFE SA, the nominee for the position of Chair also needs to prove that they have been committee members of an ACFE Regional Committee for a minimum of 2 (two) consecutive years of which the 2nd (second) year links to the year you stand for election. The Chair further needs to be able to fulfil the roles and responsibilities as set out in the MoI and the ACFE SA's Board of Directors guidelines seeing that the Chair will receive an automatic position on the ACFE SA Board.
- A chair person may only hold the position of chair for 2 (two) terms where after a 2 (two) year "cool-down" period will apply as per the ACFE SA MoI. The chair however may opt to remain on the committee (if re-elected) as a normal committee member.

2. REGIONS ARE MAINLY EXPECTED TO ARRANGE AND HOST 4 REGIONAL NETWORKING EVENTS PER YEAR. THIS INCLUDES:

- Identifying 4 topics, one of which must be fraud related.
- Find and book 4 speakers for the above topics.
- Source venues and basic catering to host these events.
- NB keep to the allocated dates for these events. The chapter draws up a national program of events taking into account their limited resources, and assuring an even spread in all regions. Any special requests must be forwarded to jesca@acfesa.co.za by 1 November each year.
- Communicate the details of the event (date, venue, parking arrangements, etc.) to the Chapter at least 6 weeks in advance in order to facilitate invitations going out timeously.
- Print the attendance register and speaker certificate.
- Obtain a gift for the speaker.
- Arrange that at least one committee member mans the registration desk.
- Meeting and Greeting all delegates at the events and acting as Chair at the events.
- Submit the signed register and presentation in electronic format to the Chapter
 - within 24 hours after the event.

In addition:

- Regions are responsible for electing committee members/officers in a pre-described way, and holding committee meetings to ensure that their responsibilities are taken care of.
- Regions are expected to market the ACFE and recruit members.
- The Chapter will, where viable, arrange additional courses/seminars per region. Regional Committees are invited to become involved in these.
- Regions are encouraged to host some project/event during the International Fraud Awareness Week, this has to be pre-approved by the Chapter, for more information you can contact Janine at janine@acfesa.co.za.
- Any additional events/projects etc. has to be proposed to the Chapter and approved by the Chapter board.

3. DETAILED DESCRIPTION OF EACH OF THE ABOVE WILL BE FOUND BELOW.

3.1 SECTION I: INTRODUCTION

The objective and mandate for Regional Interest Groups are not to create separate Chapters or legal entities. The objective with these groups are simply to facilitate activities and networking in certain geographical areas, supported by the national (ACFE SA) chapter.

Legal Notes:

Each Region operates under the authority of their Chapter, which in turn operates under the authority of the Association of Certified Fraud Examiners, Inc. All chapters and regional groups are required to abide by both the local (ACFE SA) and the ACFE (International) Constitution and Chapter Bylaws. Regions, further, are required to abide by the ACFE SA Memorandum of Incorporation as per the South African Companies Act.

Some regions outside of South Africa will be encouraged to set up their own legal structures and to sign a MOU with the ACFE SA.

The ACFE Logo is a trademark owned by the Association of Certified Fraud Examiners, Inc. The name “Association of Certified Fraud Examiners” and the seals and logos used in connection therewith are the trademarks of the Corporation. The use of these trademarks by the Chapter is governed by the Trademark License Agreement executed by the Chapter and the Corporation.

The ACFE requires all Chapters and regional officers, directors, committee members and members to acknowledge the Mission Statement of the ACFE and abide by the Code of Professional Ethics.

3.2 MISSION OF LOCAL CHAPTERS AND REGIONAL GROUPS

Promote Member Interaction

In the course of training sessions, meetings, and seminars, time should be allotted specifically to promote member interaction. One of the keys to the success of the ACFE has been the networking capabilities afforded to its members and attendees. This gives members time to mix and socialise before and after the meeting. This social time can lead to mutual help – one member’s experience can provide the answer to another’s problems. Social interaction can also promote an easier exchange of ideas among members with different backgrounds and professions.

Contribute to the Common Body of Knowledge (CBOK)

Since its formation, the ACFE has developed and presented the basic training for Certified Fraud Examiners through its conferences and seminars. Basic fraud training consists of the common body of knowledge (CBOK) in fraud examination, contained primarily in the *Fraud Examiners Manual*. The CBOK is divided into four fields:

- Investigation of fraud
- Legal elements of fraud
- Criminology and ethics for fraud examiners
- Fraudulent financial transactions and fraud schemes

Knowledge of this same material is required for the *CFE Examination*. Chapters and Regions are strongly encouraged to provide training covering CBOK topics.

3.3 SECTION II: DETAILED INFORMATION TO FORM & MANAGE A REGIONAL GROUP / CHAPTER

Initial contact with ACFE

To obtain information regarding current groups or inquire about the formation of a new group, contact the ACFE SA's Chapter. We will be able to assist and support you in various ways. A member of the Board of Directors will be allocated to mentor the group.

- At least ten (10) people from a given area must agree to form a Regional Group.
- Groups outside of South Africa will be required to sign a MOU with the ACFE SA.

To start an independent chapter, contact the ACFE International.

Committee

Each regional area needs a committee to co-ordinate their activities and liaise with the Chapter. A small committee of between 3 and 5 enthusiastic and committed people, who are interested to establishing/ managing an interest group in your community, are required. As the group develops and embarks upon more projects and activities, this committee could be enlarged or sub-committees could be formed. **NB keep the committee small and manageable, beware of a top heavy structure.**

- The Chapter Board of Directors and the members in the region must ratify the proposed officers.
- Committee members must be CFE's or, at minimum, Associate members in good standing with both the ACFE International and Chapter.

Officers Required

Every region will need at minimum, a Chair, Vice Chair, Secretary and/or Treasurer and a Training Officer. The group may elect both a Secretary and a Treasurer at its discretion, or combine the portfolios. Other offices may be established at the region's discretion. Note that members are elected for a three (3) year term where after they need to be re-nominated and elected.

Attendance

Officers (Committee members) are required to attend 80% of committee meetings and at least fifty (50) percent of all regional events. Any officer who has failed to attend the required number of meetings may be removed by a majority vote of the Board of Directors.

Committee meetings

The Regional Committee will meet at least once every 8 weeks at times and places they may choose. At these meetings a quorum must be present before the meeting can take place or any matters are discussed. In all meetings, the Chair will preside. In their absence, the Deputy Chair, the Secretary, or the Treasurer, in that order, will preside. Appropriate notice of the meetings of the Committee will be furnished to each Member of the Committee at least (10) ten days in advance. A special meeting may be called by the Chair, or by any (3) three Committee Members. Decisions will be voted upon and approved by a majority of members in that group, and be ratified by the Chapter's Board of Directors.

Procedures for Installing Interim Officers (Also see Item 9)

At the first meeting of the newly formed group, attendees can be asked who would be willing to serve as committee members/officers on an interim basis. You can have an election or motion during the first meeting to confirm these interim officers. These interim officers will serve until the first regularly scheduled election for the chapter to install permanent officers who would, then, take office on the 1st of January each year. Interim officers' terms of office must not exceed one year.

Free attendance at events

Regional Committee members are expected to book for events as any other members. In the (distant) past, committee members were allowed to attend the regional events at no cost. As many regions went on to elect large committees, this is no longer viable. At any event that charges an attendance fee, committees may have 4 free seats. This is to be allocated as follows:

- The Chair
- The member that arranged the speaker
- The member that arranged the venue
- The member who mans the registration desk

4. PROGRAM

- Please note that the region's mandate is simply to host four networking events, and they may add one social event. All other events must be approved by the ACFE SA.
- The ACFE SA will endeavor to host at least one additional event in the region, e.g. a workshop/course/seminar. This event is at the discretion of the ACFE SA, but Regions are invited to assist in arrangements and in proposing topics.

TIP: do not get carried away and start out with a large event. It takes time and experience to arrange such events, and a failure can set your reputation back for many years. Start with small, manageable events where you can ensure that everything can be of the highest standard. Potential members and the public will respond much better to a small but professional event, and you will attract quality members. The same is true for membership drives and attendees – rather get a smaller number of professional people than a crowd of inappropriate attendees who will damage your reputation.

It is practical to draw up a year program in advance as this assists with planning, marketing and attendance. Forward the details of the region's events to the Chapter for inclusion on the website and the Chapter calendar of events.

Please note that the ACFE SA compiles the program for regions in SA. Special requests should be forwarded in advance.

4.1 Frequency of Meetings

Regional Committees are required to hold a minimum of four (4) training sessions per year, providing **8 CPE points**. Larger regions, however, may hold 6 training sessions, or meet once a month — which provides the best method for keeping the group active. However, for groups where the members are located in a large area, or in areas of sparse population, it may be more practical to meet quarterly. For larger regions, or in countries outside of South

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Africa, include general interest meetings, guest speakers, social activities and members' introduction sessions.

- Establish best time & day of week/ month for meetings. Also consider regularity - i.e. 4, 6, 8 weekly. Fixing a specific date, i.e. first Thursday of the month, boosts attendance as people know exactly when to expect meetings.
- For groups outside of SA: Establish an acceptable amount to charge for meeting fees (See funding). In South Africa, the meeting fee is established by the Chapter and in accordance with the type of event. **Note:** If an event is fully sponsored it may be offered free of charge. However, experience has shown that members abuse this as they would book and not show up, or vice versa. This often leaves the committee embarrassed and the sponsor disappointed.

Liaise dates with the Chapter. If at the time of drawing up the Chapter year program a region has not supplied a list of their preferred dates, the Chapter will allocate dates. The Chapter may change dates to fit better with the overall program.

4.2 Find suitable venues for meetings

A town hall, hotel, private hall or board room are examples of suitable venues. Please consider costs. Many of the larger companies have excellent facilities and will probably offer use thereof, free of charge. It is advisable to rotate meetings to ensure that the perception is not created that the ACFE supports a specific company. As far as catering is concerned, many regions are quite satisfied with coffee/tea/juice and biscuits. A region may arrange for snack platters and beer/wine. This could be on a cash bar basis, but has to be advertised, as such, beforehand. Regional meetings should encourage networking opportunities, but should not be a party.

4.3 Identify topics and Find Speakers

All regions are required to have at least (4) four meetings per year. These meetings are generally one hour in length and use the "one speaker" format, where a singular speaker presents a particular topic to the attendees. Speakers should be invited and scheduled as far in advance as possible. This allows the speaker plenty of time to rearrange his or her work schedule and to prepare a decent presentation. More Chapter members will likely attend if they know the subject matter and speaker a few months in advance. Select, confirm and liaise with speakers – select from own ranks, from SA membership, or independent. It is not recommended to book speakers who charge fees for their time as there are enough people willing to donate an hour or two of their time. Speakers that do present for free should at the very least receive a "thank you gift", and be reimbursed for any direct costs, e.g. travel/accommodation. Should the group prefer and agree to book a speaker that charges a fee, or would require a high travel/accommodation cost, this expense must be offset by charging a higher attendance fee or by obtaining a sponsor.

Do liaise with the Chapter around the selection of speakers and topics. This will assist in assuring that some speakers are not over taxed, or repeated too often, or impact on national events. Provide the speakers' details to the Chapter for inclusion on the newsletter mailing list. This will help them to get to know more about the ACFE. Often, a speaker will become interested enough to join the chapter.

Regarding the topics, we can only put a very short description on the attendance certificate. Topics of joint sessions or long topics is a nightmare — instead of this, rather select a theme.

Each region must include one ethics related topic per year in order to meet the requirements of CPE.

4.4 Arrange the meeting logistics

Regions are required to:

- Forward the details of the next event, at the latest, 6 weeks prior to the event to the Chapter. This allows enough time for the invitation to be drawn up and circulated. Do note that if an invitation is not ready to be circulated at least 4 weeks in advance, the meeting will be cancelled. Our members have indicated that they need enough time to be able to secure funds and permission to attend meetings.
- Meet and Greet all delegates at the events.
- Control attendance sheets.
- Chair the meeting.
- Supply someone to introduce/ thank speakers.
- Arrange a speaker gift and certificate.

4.5 Note on Duration of Meetings & CPE

The meeting must be a minimum of one training hour (50 minutes plus 10 min question time) to qualify for one hour of CPE (continuing professional education) all training, other than monthly meetings, must be approved by the Chapter in advance. Sessions that is longer than 1 hour must be approved by the ACFE for CPE at least sixty (60) days in advance of any announcement of the course. Regions wishing to host joint venture training seminars in their area should obtain approval from the Chapter Board of Directors, and follow the procedures to register CPE. (Available from Secretariat)

See below for more important information on Training

PURPOSES OF LOCAL CHAPTER TRAINING

1. Provide knowledge concerning fraud examination skills to members and others interested in furthering their education in the field of the detection and deterrence of white-collar crime.
2. Prepare members for the Uniform CFE Examination by using the *Fraud Examiners Manual* and other study references.
3. Identify education issues within the membership by means of surveys and questionnaires. Also survey local industries and government agencies for suggestions or needs within their environment in the areas of fraud.
4. Promote member interaction by encouraging members with expertise in particular areas to instruct and train others in those fields.
5. Provide opportunities for CPE hours

5. ADMINISTRATION

The largest part of administration will be handled by the Chapter (National) Secretariat:

- All new applications, acceptance of new members and membership subscription invoicing must go through the Chapter.
- The Chapter will send out invites, invoices, and take RSVP's.

The region must:

- Keep attendance registers and forward to Chapter for CPE control. **NB** Attendance registers will be supplied by the Chapter based on the bookings received for the

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event. These lists contain sensitive information and may not be shared with anyone, it must be kept under the control of the member assigned to the registration desk, and be forwarded immediately after the event to the Chapter.

NB: we do not encourage walk-ins or payment at the door at any event. If the venue has space you may opt to allow walk-ins, but only after those booked in advance were given the opportunity to be seated. Walk-ins must also sign the register and supply contact information in order for the chapter to invoice them. We have found that many members use this as a loophole for free attendance. They do not book, simply arrive at the event, and never pay. This is unacceptable and should not be allowed. Delegate replacements are allowed though, but again proper information should be recorded – contact details and who they are replacing.

- Issue receipts at events if cash is collected
- Keep minutes of meetings
- Chapter to be copied on all correspondence

6. REPORTING REQUIREMENTS: SUMMARY

Every region will submit timely reports to the Chapter pertaining to the following activities:

Training:

- Speakers/Programs
- Training Evaluation Forms for each training
- Training Attendance Forms for each training

Community Service Report

- Projects sponsored/co-sponsored

Marketing

- Copies of all training promotional material proposed to advertise and promote training sessions.

Admin, Finance and Legal

- Minutes of Committee meetings, General Business meetings and AGM held.
- Any other records pertaining to the operation and training functions of the region.
- Results of yearly officer elections should be reported no later than the last week in November.

7. FUNDING

- There are fixed cost structures relating to events. Contact the Training & Development officer at 012 346 1913 or jesca@acfesa.co.za.
- NB: Chapter Membership subscription does not fund regional activities.
- Currently the policy stands that **no** regional activities are sponsored/funded by the Chapter, save the first meeting per region in order to assist in the group in getting started. Budgets for such events, as well as advertising copies, must be approved in advance by the Chapter Board of Directors. All regional activities are therefore to be self-funded. Any income or profit made on such events are to be utilised for venue hire, catering, paying for guest speakers, gifts, meeting documents, hosting social or sponsored events, etc. Therefore, it is important to carefully budget for all events and set the cost per attendee with consideration to the event expenses. It is also prudent to work on a small profit margin in order to build up a kitty.

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- All income from events is to be deposited into the Chapter account. Strict controls are in place to ensure that such monies are accounted for. The Chapter issues invoices and receipts, and makes fund transfers to pay for meeting expenses. It does sometimes happen that members pay in cash at events, this is not to be encouraged. The group should have a cash receipt book. All cash received should be paid into the Chapter Bank, or used to pay meeting expenses, records will be sent to the Chapters.
- No profit may be derived by any individual from chapter activities, and all funds must be used to support the local chapter/group.

8. MARKETING AND MEMBERSHIP

Membership:

While membership is that of the Chapter, each region has the responsibility to recruit members and grow their group. This will give both the Chapter and the region better exposure and develop greater interest in activities. Draw your members from a broad base of organisations. This will provide cultural diversity and give you a wide range of professional talents upon which to draw. The easy way is to ask each of your “start up members” to introduce 5 people each, and to encourage members to always invite guests to events. Ensure a proper procedure of meeting guests, introducing them to members and the organisation. Educate new members on the organisation and allocate some responsibilities to each.

If you are part of the ACFE SA Chapter, forward all member applications and interested persons contact details to the ACFE SA office. All communication and member registration are done from a central point.

Note: Do not sell or otherwise furnish your mailing lists or contact information to outsiders. You have very confidential information about the employment, home telephone numbers, and addresses of your members.

Marketing:

Market your group and the ACFE Chapter in your community via local newspapers, posters, flyers, local radio etc. Also remember to forward details of your events timeously for inclusion in Chapter News bulletins and on the Website. Prepare a letter as a means of introducing the local chapter/region to various agencies and companies in the area. Local newspapers should be contacted and asked to publish meeting information.

Press and Media

Regions should inform local television, radio stations, and newspapers of the presence of their group and events. Often the local media will produce specialised programs or talk shows and will need individuals familiar with white-collar crime.

Note: All media coverage, press releases and advertising copy must be approved in advance by the Chapter Board of Directors.

9. GENERAL BUSINESS MEETINGS, ELECTION OF OFFICERS AND ANNUAL MEETING

Each region must hold, an Annual General Meeting (AGM), preferably in the month of June, (or closest date) so that the incoming committee is established by the ACFE SA financial year end, and the annual regional report is ready for inclusion in the Chapter Annual report. This could be a separate event, but it is recommended that it be combined with a normal regional meeting.

General Business meetings may be held at any time of the year, preferably prior or after training meetings, if there is any business that needs to be conducted or any issues to be voted on. Regulations for notice, quorum, and voting are the same as that of the AGM.

Annual Meeting

The Annual Meeting of the local Membership of the Chapter will be held for the purpose of electing Officers; and transacting such other business as deemed appropriate by the Committee. The Chapter should be promptly notified of new officers. All members must be notified in writing of the time and place of the Annual Meeting at least thirty (30) days in advance. All Members in good standing with the Chapter (duly registered and current with due payments) and present in person will be eligible to vote at the Annual Meeting. A quorum will be constituted of at least ten (10) percent of those Members in the region eligible to vote. All business brought before the Members for approval will be approved by a majority of those present in person. Proxy votes may be accepted, if in writing and conforming to general rules of eligibility.

The Annual General Meeting and Voting

To comply with the international standards of the ACFE and in order to streamline this meeting, the elections and voting on major issues (if any) will take place by Postal Ballot via our website or Survey. The results for the respective region committees will be announced normally in the ACFE SA's monthly newsletter and at the next regional meeting.

Proposals and Resolutions

Every paid up member of the ACFE South African Chapter will be entitled to submit (propose) or second proposals or resolutions to be voted on by the membership of the Chapter. Proposals or resolutions should be submitted by the **date communicated to all members closer to the time**, be in writing (text format), and must be signed by a proposer and a seconder — both being members in good standing of the local chapter. Any submissions received after this date will not be voted on during the Postal Ballot.

10. VOTING

Please note that only members of the Local Chapter need to be members in good standing and based (work or stay) in that specific region before being eligible to be nominated.

If you have yet to apply for membership or need to settle your dues, please do so immediately. For any inquiries please contact the ACFE SA Office at (012) 3461913 or email Nelly at nelly@acfesa.co.za (Membership) or Melanie at melanie@acfesa.co.za (Finance).

11. VOTING PROCESS

Once the nomination process has been completed, an election will be held by Postal Ballot.

12. HOST A LAUNCH EVENT

Even in an established region such an event can be of value. It can take any format: cocktail/ dinner/ breakfast. Invite prominent community/ industry figures, media, and if possible, supply entertainment and refreshments.