

# Digital Forensics Association, Inc.

## Application for Student Chapter Affiliation

Based on information submitted with this application it is the intention of the Digital Forensics Association, Inc. (DFA), to grant to \_\_\_\_\_, the interim President of the proposed chapter, the exclusive right to a revocable temporary operating license in the name of \_\_\_\_\_ (Chapter Name) as an affiliated Student Chapter of the Digital Forensics Association, Inc. This temporary license to operate using the name, logo, and authorization shall be granted in two periods not to exceed 90 days each.

In each of those two time periods certain requirements must be met. All terms of phase one must be completed in order to obtain a second temporary license to operate 90 additional days. All terms of phase two must be completed within the prescribed period of Phase 2. Submission of all required documents must be completed and mailed via United States Postal Service not later than midnight of the dates specified below. Only official postal station date stamps will be acceptable proof of mailing date.

### Phase One

Individual(s) who have a desire to start a new DFA Student Chapter must complete the following within the first 90 day period.

**Step 1:** Those individuals interested in starting a new DFA Student Chapter must complete the Application for Student Chapter Affiliation. Once the completed document is received by the DFA Board of Directors, the 90 day period begins. The following criteria must be met at the time the Application for Student Chapter Affiliation is submitted to the DFA Board of Directors:

- The proposed chapter must have a Faculty member sponsor who is a member of the DFA in good standing.
- The proposed chapter must obtain written permission from the academic institution for the chapter to conduct business on campus.
- The proposed chapter must have an initial membership of at least 3 individuals prior to submission of an application for formation of a new chapter.
- From these 3 individuals shall be identified to represent the proposed chapter as the President, Treasurer and Secretary. Those individuals must be committed to be an officer of the proposed chapter until it is officially recognized as a DFA chapter.

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## Application for Chapter Affiliation (continued)

Accompanying the DFA Student Chapter Affiliation Application must be:

- The completed Application for Individual Membership for each proposed member and officer.
- The membership number (or application) for the Faculty sponsor.
- Written permission from the academic institution for the chapter.
- Student membership fees (or a notation of membership ID numbers if already members in good standing).

**Step 2:** The DFA Membership Council will review all applications and will recommend or not recommend new chapter affiliation to the DFA Board of Directors.

**Step 3:** The proposed chapter must conduct at least two organizational meetings of the general membership. Documentation of the meeting shall include, but is not limited to, copies of the agenda, an attendee signature list, or other documents showing the meeting took place. The proposed chapter must conduct chapter business in accordance with the DFA Bylaws.

**Step 4:** The proposed chapter officers must designate the chapter dues amount for the first year. They must collect completed Application for Individual Membership and associated individual and chapter dues from new members.

**Step 5:** The proposed chapter must forward all dues monies collected and the membership applications to the DFA Office for processing. Upon approval of individual members, the DFA Office will deposit the dues amount into the DFA Holding Account. At the end of each month, the DFA Office will transfer the dues money (less the DFA Office portion) to the sponsoring chapter's account.

**Step 6:** When the proposed chapter is approved by the DFA Membership Council for DFA chapter affiliation, the DFA Office will open a bank account for the new chapter. At that time, the DFA Office shall transfer into the new chapter's Bank of America account those membership dues collected from the new chapter's members and previously deposited into the DFA Office account.

**Step 7:** A proposed budget of revenue and expenses shall be submitted to the DFA Office within the first 60 days of the inception of the proposed chapter.

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## Application for Chapter Affiliation (continued)

### Phase Two

Individual(s) who have a desire to start a new DFA chapter must complete the following within the second 90 day period.

**Step 1:** The proposed chapter must conduct at least two organizational meetings of the general membership during the second 90 day period. One of these meetings must be a training session for members in line with goals and objectives of DFA. Documentation of the meetings shall include, but is not limited to, copies of the agenda, an attendee signature list, or other documents showing the meeting took place. The proposed chapter should conduct chapter business in accordance with the International Bylaws.

**Step 2:** The proposed chapter, by the end of the second 90 day period, must have a membership of at least 5 individuals to submit for formation of a new chapter. A chapter roster, submitted for approval to the DFA Membership Council at the end of the second 90 day period, lower than 5 members, will not be eligible for approval.

**Step 3:** At the end of the second 90 day period, the proposed chapter will submit an updated roster for the 5(+) members and officers, which must include e-mail addresses, to the DFA Office.

**Step 4:** After the first 180-day period, the proposed chapter should submit to the DFA Membership Council a status report which will include, but is not limited to, total membership, demographics of membership, dates of the four initial meetings, and an action growth plan for the next 180 days.

**Step 5:** If the proposed chapter has 5 members and has met the above noted criteria, as part of the approval process, they will prepare a one-page typed report for submission to the DFA Membership Council on their one-year anniversary. This report will include an update of all items outlined in Step 4 above, as well as any other pertinent information that will demonstrate to the DFA Membership Council the long term viability of the proposed chapter.

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## Application for Chapter Affiliation (continued)

Questions regarding this process may be referred to the Secretary at DFA Office via mail or via e-mail at [secretary@digitalforensicsassociation.org](mailto:secretary@digitalforensicsassociation.org).

We the undersigned hereby apply for affiliation as a recognized Student Chapter of the Digital Forensics Association, Inc. in \_\_\_\_\_

\_\_\_\_\_  
(Academic Institution, City, State, Country).

We understand that in the event that affiliation requirements are not completed within the time periods specified the application fees paid are forfeited, and the applying chapter must cease activity as a temporary chapter immediately. We have read the requirements as listed above and agree to abide by the terms of the bylaws and policies of the Digital Forensics Association, Inc.

President \_\_\_\_\_ Date \_\_\_\_\_  
DFA Membership #: \_\_\_\_\_

Treasurer \_\_\_\_\_ Date \_\_\_\_\_  
DFA Membership #: \_\_\_\_\_

Secretary \_\_\_\_\_ Date \_\_\_\_\_  
DFA Membership #: \_\_\_\_\_

Faculty Sponsor \_\_\_\_\_ Date \_\_\_\_\_  
DFA Membership #: \_\_\_\_\_

**MAIL COMPLETED APPLICATION(S) TO:**

Digital Forensics Association  
Membership Council  
2150 Portola Avenue, Suite D-143  
Livermore, CA 94551

Checks and money orders should be made payable to Digital Forensics Association. Do not send cash.