



INTERNATIONAL
CAKE
EXPLORATION
SOCIÉTÉ



REPRESENTATIVES HANDBOOK

Section H



JULY 18, 2018

International Cake Exploration Soci t 

Contents

- What is an ICES Bylaw, Policy, or Practice? 1**
 - ICES Bylaws 1
 - Chapter Bylaws 1
 - ICES Policies 1
 - Motions..... 1
 - Standing Rules..... 1
 - Common Practices 1
- Bylaws of the International Cake Exploration Societé 2**
 - ARTICLE I 2
 - NAME 2
 - ARTICLE II 2
 - PURPOSES 2
 - ARTICLE III 2
 - OFFICES, REGISTERED AGENT 2
 - ARTICLE IV 2
 - MEMBERSHIP 2
 - Article V 3
 - SCHOLARSHIPS 3
 - Article VI 4
 - BOARD OF DIRECTORS 4
 - ARTICLE VII 4
 - OFFICERS 4
 - ARTICLE VIII 6
 - LIMITATIONS OF LIABILITY AND INDEMNIFICATION 6
 - ARTICLE IX 6
 - EXECUTIVE COMMITTEE 6
 - ARTICLE X 7
 - COMMITTEES 7
 - ARTICLE XI 7
 - APPOINTEES, CONTRACTORS AND OTHER POSITIONS 7
 - ARTICLE XII 8
 - CHAPTERS 8
 - ARTICLE XIII 8
 - VACANCIES IN POSITIONS 8
 - ARTICLE XIV 8
 - MEETINGS 8
 - ARTICLE XV 10

NOTICE AND WAIVER OF NOTICE.....	10
ARTICLE XVI.....	10
REPORTING TO MEMBERSHIP.....	10
ARTICLE XVII.....	10
FINANCES.....	10
ARTICLE XVIII.....	10
COMPENSATION.....	10
ARTICLE XIX.....	10
INUREMENT.....	10
ARTICLE XX.....	10
BOOKS AND RECORDS.....	10
ARTICLE XXI.....	11
DECLARATION OF POLICY.....	11
ARTICLE XXII.....	11
GENERAL RULES OF PROCEDURE OF MEETING.....	11
ARTICLE XXIII.....	11
GOVERNING LAW.....	11
ARTICLE XXIV.....	11
HEADINGS.....	11
ARTICLE XXV.....	11
CONTROL OVER BYLAWS.....	11
ARTICLE XXVI.....	11
SEVERABILITY CLAUSE.....	11
XXVII.....	11
DURATION AND DISSOLUTION.....	11
State/Area/Province/Country/Chapter/Show & Convention.....	13
ICES Internet Policy.....	13
Copyright and Privacy:.....	13
Website Ownership and Maintenance:.....	13
Content Policy:.....	13
Social Networking:.....	13
Webmaster:.....	13
Advertising and Reciprocal Link Policy:.....	14
Ad and Reciprocal Link Rates:.....	14
ICES Code of Ethics.....	15
The Code of Ethics for ICES Members is as follows:.....	15
Code of Ethics Agreement.....	15
ICES Grievance Procedure for ICES Conventions and Midyear Meetings.....	16

Grievance Procedure	16
Statement of General Principles	16
Procedures	16
Grievance Procedure Reporting	17
ICES Policy Regarding the Release	18
of Personally Identifiable Information (PII)	18
ICES COPPA	19
ICES PCI Compliant Policy & Guidelines	20
Objective:.....	20
Scope:	20
Applicability:	20
Terminology:.....	20
Instructions	20
Protection:	20
1.) Physical/Access Protection:	21
3.) Login Protection:.....	22
4.) Data Access Protection:	22
5.) Data Storage Protection:.....	23
6.) Transmission/Network Protection:	23
7.) Encryption Protection:	24
8.) Disposal of Data Protection:	24
ICES Emergency Reaction Procedures	25
Objective:.....	25
Scope:	25
Applicability:	25
Instructions	25
Data Breach Laws:.....	25

What is an ICES Bylaw, Policy, or Practice?

ICES and all its S/A/P/C/Cs operate under a series of rules and regulations that were either approved by the ICES membership as a whole, or by the ICES Board of Directors. ICES Chapters may also function under a set of their own Standing Rules, but none must conflict with the ICES Bylaws or Chapter Bylaws.

ICES Bylaws

- Govern the business of ICES, the basic tenets of the rights of its members, and the structure of the ICES organization.
- All proposed changes to the Bylaws are reviewed and approved by majority vote by the ICES membership during the General Membership Meeting at the Annual Convention and Show. Advance notification of any proposed changes to the Bylaws must be given to all the members at least twenty (20) days and not more than sixty (60) days prior to the Meeting.
- ICES Bylaws supersede all other rules or Chapter Bylaws.

Chapter Bylaws

- Govern the business of ICES Chapters, the basic tenets of the rights of the Chapter members, and the structure of the Chapter organization.
- Changes to the Chapter Bylaws are made by the ICES Board of Directors.
- All ICES Chapters must abide by the ICES Chapter Bylaws. Any Chapter standing rule must not conflict with the ICES Chapter Bylaws.

ICES Policies

- Policies regarding a specific topic or issue set forth by an ICES Committee and approved by the ICES Board of Directors. Examples include the ICES S/A/P/C/C Internet Policy, ICES Grievance Policy, and ICES Code of Ethics.

Motions

- Motions are put forth by the ICES Board of Directors, Representatives, or the General Membership.
- Motions are used to set policy for the governance of ICES.
- Motions made by a member and voted on during the Annual General Membership Meeting may only be rescinded or amended by the General Membership.
- Motions made by the Board of Directors may be rescinded or amended by the Board of Directors or the General Membership.

Standing Rules

- S/A/P/C/Cs may have their own set of Standing Rules approved by their membership in the form of motions. These Standing Rules must not conflict with either the ICES Bylaws or the Chapter Bylaws.
- Standing Rules set policy for the local S/A/P/C/C. (*An example of a Standing Rule might be: The _____ Chapter agrees to pay for the DOS fees of any demonstrator/teacher for the event they are scheduled for.*)
- A list of your S/A/P/C/C Standing Rules should be available to all your members.

Common Practices

- A list of activities normally practiced by your S/A/P/C/C but not voted on by your membership. (*An example of a Common Practice might be: The Secretary will be responsible for sending out all celebration/condolence cards to the members as needed.*)
- The list should be maintained in your local S/A/P/C/C Representative's Handbook.

Bylaws of the International Cake Exploration Societé

BYLAWS OF THE INTERNATIONAL CAKE EXPLORATION SOCIÉTÉ

(Amended August 3, 2017)

ARTICLE I

NAME

This Corporation shall be known as the International Cake Exploration Societé (hereinafter referred to as the Societé and its abbreviated title, ICES). ICES was incorporated in the State of Michigan on November 22, 1976. The ICES collective membership mark is protected by a certificate of registration by the U.S. Patent and Trademark Office. The design of the collective membership mark and its use is governed by the ICES Board of Directors.

ARTICLE II

PURPOSES

Section 1. Purpose. The Purposes of this Societé are:

- A. To share, promote, perpetuate, encourage, publicize and enlarge the appreciation, love, practice and recognition of the art of cake decorating;
- B. To grant scholarships to persons to learn said art and to educate others as to said art;
- C. To collect and disseminate information in regard to said art to its practitioners and the general public;
- D. To hold exhibitions, shows, and other gatherings for the purposes stated herein above;
- E. To engage in any lawful act or activity consistent with the Michigan Nonprofit Corporation Act (the "Act"), as may be amended.

Section 2. Prohibition of Activity. The Societé shall not carry on any activities not permitted to be carried on by a corporation exempt from federal income tax under Section 501(c)(6) of the Internal Revenue Service Code of 1986 (the "Code"), as may be amended.

ARTICLE III

OFFICES, REGISTERED AGENT

The Societé shall maintain in the State of Michigan a registered office and a registered agent at such office and may have other offices within or without the State of Michigan as shall be determined by the Board of Directors.

ARTICLE IV

MEMBERSHIP

Section 1. Categories of Membership. The Board of Directors shall determine the categories of membership. The categories of membership are:

- A. Charter Membership: Those members who joined ICES by September, 1977.
- B. Lifetime Membership: Those members awarded lifetime membership for extraordinary service to the organization.
- C. Regular and International Membership: Those members joining after September 1977.
- D. Associate Membership: Those members who live with or work for a Charter/Regular Member and use the same address as the Charter/Regular Member. Associate Members will not receive the ICES Newsletter.
- E. Gold Key Membership: Those members who are not Charter Members and are over the age of 60, who have been ICES Members for at least fifteen (15) continuous years.
- F. Student Membership: Full-time students enrolled in high school, college, or accredited culinary school or vocational technical school. All students must show proof of enrollment. Student members will receive the digital-only version of the ICES newsletter. No printed newsletter will be mailed to them.
- G. Digital Membership: will receive the digital-only version of the ICES newsletter. No printed newsletter will be mailed to them

Section 2. Dues. Membership carries the responsibility to pay membership dues and obligations as established by the Board of Directors. The amount of dues may vary by class of membership. Membership is renewable upon timely payment of membership dues. Membership dues shall be paid by each Member directly to the Societé in U.S. funds. A renewal notice shall be sent to each Member two (2) months prior to his/her membership expiration date. Dues and obligations are not refundable or transferable for any reason.

Section 3. Qualifications. Any individual who agrees with the purposes of the Societé may apply for membership and become a member of the Societé upon payment of the annual dues.

Section 4. Duration and Resignation of Membership. Membership in the Societé shall be for one (1) or more years from the date admitted as a Member. The Board of Directors shall have the right to implement discount plans for members to pay for multiple years of membership in advance. Membership is perpetuated upon payment of dues and other obligations and following the rules of the Societé. Any Member may resign from the Societé at any time by filing a written resignation with the President, Recording Secretary or other member of the Board of Directors, or with the Membership Coordinator. All rights, privileges and interest in the Societé shall cease upon termination of membership; however, such termination shall not extinguish such Member's financial obligation, if any, to the Societé, nor shall the Member be entitled to a refund of prepaid dues.

Section 5. Rights of Members. All Members shall have all those rights provided by the laws of the State of Michigan or the United States of America. In addition, the following rights are accorded to all members in good standing (dues paid at least thirty (30) days prior to any meeting):

- A. Each member shall have the right to one (1) vote on each matter submitted to a vote of the membership at any meeting, as defined in Article XIV, in person, by absentee ballot or by proxy, including the annual election of one-third (1/3) of the total number of the Board of Directors, the President, the Vice President, the Recording Secretary, the Corresponding Secretary and the Treasurer. No more than five (5) proxies may be voted by any one (1) member at any meeting.
- B. All categories of membership, except as provided in Article IV, Section 1D, shall have the right to receive the ICES Newsletter.
- C. All members shall have the right to receive other ICES publications, if any, upon payment of any required fee.
- D. All members shall receive a copy of the current Bylaws and Code of Ethics of the International Cake Exploration Societé upon admittance to the Societé, subsequent copies shall be available on the ICES website at no cost, or by mail upon payment of a reasonable fee.
- E. All members shall pay the designated ICES member rate for any ICES sponsored event.
- F. All members shall pay the Convention rate for attendance at the annual ICES Convention and Show.

Section 6. Termination of Membership. Members of ICES may be removed from the Societé:

- A. Automatically, for failure to renew their membership by paying dues prior to the expiration of their current membership term; or
- B. Automatically, for failure to renew their membership by paying dues prior to the expiration of any grace period granted; or
- C. For cause, upon two-thirds (2/3) vote of the Board of Directors, at a meeting with a quorum of Directors. Grounds constituting "cause" shall be conduct unbecoming or prejudicial to the aims or reputation of the Societé. The member involved shall be given due notice and shall be entitled to a hearing with the entire Board of Directors. The meeting shall be held without undue delay.
- D. In addition to termination listed in A, B and C above, membership shall be terminated upon death or resignation.
- E. Membership shall not be transferable or refundable.

Article V

SCHOLARSHIPS

Section 1. Scholarship Awards. This Societé shall be authorized to grant scholarships, subject to guidelines as established by the Board of Directors, consistent with the ends as stated in the purposes of this Societé.

Section 2. Scholarship Amount. Scholarship amounts shall be determined by the Board of Directors, and the tuition may be paid directly to the school, teacher or recipient with proper receipts.

Section 3. Number of Scholarship Awards. The Board of Directors shall grant at least one (1) scholarship per year, or more at their discretion, and the successful applicant(s) shall be notified by mail within thirty (30) days.

Section 4. Non-Discrimination. At no point in the scholarship procedure shall any applicant be discriminated against because of his/her race, sex, national origin, religion, sexual orientation or other illegal reason.

Section 5. ICES Approved Schools or Teachers. Scholarships shall be granted only for ICES approved schools or for classes from ICES approved teachers.

Section 6. List of ICES Approved Schools and Teachers. The Scholarship Committee shall keep a list of all qualified ICES approved schools, ICES approved teachers, and applicants, and they shall be considered fairly and without discrimination with a right of appeal to the Board of Directors as a whole.

Section 7. Payment of Scholarship Funds. No scholarship monies shall be paid until and unless the recipient shall agree in writing to the terms of the scholarship.

Article VI

BOARD OF DIRECTORS

Section 1. Number of Directors. This Société shall have no fewer than fifteen (15), nor more than nineteen (19), of its members serving as the Board of Directors, excluding the Chairman of the Board. The functions of Director shall be as defined by Michigan law and as otherwise set forth in these Bylaws. The precise number of Directors for any following year shall be fixed by the Board of Directors; and one-third (1/3) of the total number of Directors so fixed shall be elected by the general membership at the annual election for the ensuing term.

Section 2. Quorum and Voting. A quorum of the Board of Directors at any meeting shall be a majority of the entire Board of Directors. If less than a quorum is present there shall be no meeting. General business issues shall be decided by a simple affirmative majority vote of the Directors provided a quorum is present. The Board of Directors may decide by the affirmative two-thirds (2/3) vote of the Directors present to submit amendments or revisions to the Articles of Incorporation or these Bylaws to the membership for approval, provided a quorum is present. Directors may not vote by proxy.

Section 3. Qualifications for Board of Directors. In order to serve on the Board of Directors, a member must have been a member in good standing of the Société for at least three (3) consecutive years immediately prior to nomination and have attended one (1) annual meeting and one (1) midyear meeting. The Board of Directors shall be elected from the general membership at the annual meeting of the membership. Directors need not be residents of the state of Michigan. Directors should have daily access to computer technology and e-mail. If a member of the Board of Directors allows his/her membership to lapse during his/her term on the Board, he or she forfeits the position of Director. A nominee for the Board of Directors may not be a current or upcoming ICES Convention & Show Director.

Section 4. Removal of Directors. Any Director may be removed from office at any time, with cause, by an affirmative vote of the majority of the members at a duly called meeting, with proper notice, or an affirmative vote of two-thirds (2/3) majority of the members, without notice, present or represented at a meeting, provided a quorum of the membership is present or represented. Grounds for cause shall be failure to fulfill the duties of the position or conduct unbecoming or prejudicial to the aims or reputation of the Société.

Section 5. Resignation of Directors. Any Director may resign by providing written notice to the Board of Directors, President or Recording Secretary. Such resignation shall take effect upon receipt by the Board of Directors, President or Recording Secretary, or at a subsequent time as set forth in the notice of the resignation.

Section 6. Terms of Office for Members of the Board of Directors. Members of the Board of Directors shall serve a term of three (3) years or until their successors are elected and have qualified, beginning with the calling to order of the new Board at the annual meeting at which they are elected, and ending at the calling to order of the new Board at the annual meeting at which their replacement is elected, unless earlier removal or resignation has been accepted. One-third (1/3) of the Directors shall be elected each year at the Annual Meeting by the general membership, providing a quorum of the membership is present or represented. Such elections shall be by the affirmative plurality vote of the members voting in person, by proxy or by absentee ballot, provided a quorum of the membership is represented. No member may serve more than one term as a Director without an absence from the Board of Directors of at least two (2) years, except that an outgoing Board Member may be appointed by the Board of Directors to fill the remainder of a term that is caused by the death, resignation, refusal or inability to serve, or removal of another Board Member. Any Board Member so appointed will be required to wait two (2) years from the end of the appointed term to seek re-election to the Board of Directors. The initial year a member is elected by the Board of Directors to fill a vacancy will be considered as a full year served.

Section 7. Action of the Board of Directors. The Board of Directors shall have general supervision of the affairs of the Société between its business meetings and shall perform the duties as specified in these Bylaws. The Board of Directors shall exercise all powers necessary to achieve the purposes of the Société and uphold all actions approved by the membership. The Board of Directors shall be subject to the restrictions and obligations set forth by the Act, the Articles of Incorporation and these Bylaws, and shall not take any action that conflicts with or overrules actions approved by the membership, provided that actions approved by the membership are in accordance with current Articles of Incorporation, ICES Bylaws, federal and Michigan laws.

Section 8. Chairman of the Board. Upon completion of service as President, the outgoing President will become Chairman of the Board. If the outgoing President is unwilling or unable to serve, the Board of Directors will select a new Chairman in the manner it considers in the best interests of the Société. Primary consideration will be given to past presidents. Secondary consideration will be given to current third year Board of Directors members and/or former Board of Directors members who have completed at least two full years of Board service. The Chairman of the Board shall chair all Board of Directors' meetings.

Section 9. Creation of Additional Positions. The Board of Directors is hereby further authorized to create any position(s) it deems necessary to carry out the purposes of the Corporation within the parameters of these Bylaws.

ARTICLE VII

OFFICERS

Section 1. Officers. The Officers of the Société shall be the President, Chairman of the Board, Vice President, Recording Secretary, Corresponding Secretary, and Treasurer. Officers need not be residents of the State of Michigan.

Section 2. Qualifications. An officer must be a member in good standing, a current Board Member, and must have completed at least one (1) year on the Board prior to taking office. Members of the Nominations and Elections Committee are not barred from serving as

officers. No member shall hold more than one office at a time. The President, Vice President, Recording Secretary, Corresponding Secretary and Treasurer shall be nominated from the Board of Directors currently serving. The Chairman of the Board, if chosen from the current Board of Directors, shall have completed at least two (2) years on the Board, including any previous service,

Section 3. Terms of Office. Officers shall be elected by the general membership at the Annual Election for a term of one (1) year or until their successors are qualified and elected.

Section 4. Removal.

- A. An Officer elected by the Board of Directors (as provided by Article XIII, Section 2) may be removed, with cause, only by the majority affirmative vote of the Board of Directors present at a meeting.
- B. Officers elected by the membership may be removed, only with cause, and by an affirmative vote of the majority of the membership, with notice, or two-thirds (2/3) vote of the membership, without notice, represented and voting at a regular or special meeting, providing a quorum is represented.
- C. Grounds for "cause" shall be failure to fulfill the duties of the position or conduct unbecoming or prejudicial to the aims or reputation of the Société.

Section 5. Resignation. Any Officer may resign by providing written notice to the Board of Directors, President or Recording Secretary. Such resignation shall take effect upon receipt by the Board of Directors, President or Recording Secretary, or at a subsequent time as set forth in the notice of the resignation.

Section 6. Duties of Officers. Duties and powers of the Officers of the Société shall be as follows:

- A. Chairman of the Board. The Chairman of the Board shall assist the President as directed by the President or the Board of Directors. The Chairman of the Board shall serve as an ex-officio, non-voting member of the Board of Directors and a voting member of the Executive Committee. The Chairman of the Board shall chair all meetings of the Board of Directors and the Executive Committee and shall perform all duties incident to that office and all other duties as are assigned by these Bylaws, the President or the Board of Directors. In the absence of the Chairman at any meeting of the Board of Directors, the Directors shall, by majority vote, elect from among their members a Chairman Pro Tempore to chair that meeting only.
- B. President. The President shall be the chief administrative officer of this Société and shall perform all duties as may be assigned by these Bylaws or the Board of Directors. The President shall be chairman of all membership meetings; a voting member of the Executive Committee; serve on all other committees in a non-voting ex-officio status; and shall appoint all committee members, unless appointed by the membership. The President may sign any contracts, deeds, mortgages, or other instruments which the Board of Directors authorize, except where such action shall be assigned by the Board of Directors, these Bylaws or by law to some other Officer or agent of the Société.
- C. Vice President. The Vice President shall perform all duties incident to that office and all other duties as may be assigned by these Bylaws, the President or the Board of Directors, and shall be the acting President in the absence of the President at any meeting.
- D. Recording Secretary. The Recording Secretary shall perform all duties incident to that office and all other duties as may be assigned by these Bylaws, the President or the Board of Directors. The duties of Recording Secretary shall include, but are not limited to, recording minutes of meetings of the membership, the Board of Directors and the Executive Committee, and recording said minutes upon the book of record of the Société. The Recording Secretary shall be the custodian of the Société Records, the Official Seal, the Articles of Incorporation, or an attested copy of the same, and of these Bylaws, each in their most current form, a complete copy of the Compact Minutes, and the equipment for recording meetings. In the absence of the Recording Secretary at any meeting a Temporary Recording Secretary shall be appointed by the President from the remaining Board Members. The Temporary Recording Secretary shall record and transcribe the minutes of the meeting to which appointed and transmit the minutes to the Recording Secretary in a timely manner.
- E. Corresponding Secretary. The Corresponding Secretary shall send the communications of the Société and shall perform all duties incident to that office and all other duties as are assigned to that office by these Bylaws, the President or by the Board of Directors. The Corresponding Secretary shall prepare the *Official Call of the Annual Meeting* article for publication in the appropriate ICES Newsletter, including the date, time and place.

- F. Treasurer. The Treasurer shall be the chief financial officer of the Société and shall perform all duties incident to that office and all other duties as may be assigned by these Bylaws, the President or the Board of Directors. The Treasurer shall keep the Société financial records; shall manage the bid process, including recommendations to the Board of Directors for the selection of the Société's certified public accountant and the Société's bookkeeper, if any; shall have charge and custody of and be responsible for all monies of the Société; shall receive and give receipts from monies due the Société and deposit all such monies in the name of the Société pursuant to Article XVII, Section 7 of these Bylaws; and shall perform such other duties as specified in Article XVII of these Bylaws.

Section 7. Delegation of Duties. An Officer's duty or duties may be temporarily assigned by the Board of Directors to a different Officer, independent contractor or agent of the Société, provided that if such assignment is not to another Officer, then an Officer shall be appointed by the President to supervise the actions of the agent. Actions taken by Officers/agents shall be subject to Article XXI – Declaration of Policy of these Bylaws.

ARTICLE VIII LIMITATIONS OF LIABILITY AND INDEMNIFICATION

Section 1. Limitation of Liability. To the fullest extent permitted by the Act, the personal liability of the Directors, Officers, and volunteers acting on behalf of the Société is hereby eliminated.

Section 2. Indemnification. To the fullest extent permitted by the Act, the Société may indemnify and hold harmless each Director, Officer, committee member, agent and independent contractor of the Société against any and all liabilities, costs and expenses (including attorney's fees and expenses) reasonably incurred by him/her or on his/her behalf, in connection with any civil action or proceeding to which he/she may be a party by reason of his/her being or having been a Director, Officer, committee member, agent or independent contractor of the Société, or by reason of any action alleged to have been taken or omitted by him/her in such capacity, except where prohibited by law. Such indemnity shall be effective only in the event that the interested Director, Officer, committee member, agent or independent contractor provides the Board of Directors, within a reasonable time after the institution of such action or proceeding, the written notice thereof. Such indemnity shall not be deemed exclusive of any other rights to which those indemnified may be entitled under the law, Bylaw, agreement or otherwise. Such indemnity shall inure to the benefit of the heirs, executors or administrators of each Director, Officer, committee member, agent or independent contractor. The Société may purchase liability insurance for the indemnity specified above as determined by the Board of Directors of the Société.

ARTICLE IX EXECUTIVE COMMITTEE

Section 1. Executive Committee Members. The Société shall have an Executive Committee of the Board of Directors. The Executive Committee shall consist of the President, the Chairman of the Board, the Vice President, the Recording Secretary, the Corresponding Secretary and the Treasurer. The Executive Committee shall have the authority of the Board of Directors between meetings of the Board of Directors, except as limited by the Articles of Incorporation, these Bylaws or the Board of Directors, but cannot modify any action taken by the membership or the Board of Directors.

Section 2. Quorum and Voting. A quorum of the Executive Committee shall consist of a majority of the Executive Committee. It shall take the affirmative vote of a majority of the Executive Committee to carry on business.

Section 3. Meetings. Meetings of the Executive Committee may be called by the President or by the Chairman of the Board, and shall be chaired by the Chairman of the Board. In the absence of the Chairman, at any meeting of the Executive Committee, the President shall serve as chairman. In the President's absence, the Vice President shall so act. The Members of the Executive Committee shall be entitled to one (1) vote on each matter submitted to the Executive Committee. The Executive Committee members may not vote by proxy or by absentee ballot. Meetings of the Executive Committee shall be open only to other Board Members, or others as designated by the Executive Committee. Any Director who attends an Executive Committee meeting, who is not a member of said committee, shall be allowed to speak to the issues but shall not have the right to vote.

Section 4. Notice. All members of the Board of Directors shall be notified at least seventy two (72) hours in advance of meetings of the Executive Committee, except that less than seventy two (72) hours' notice may be given during any meeting of the Board of Directors. Such notice shall include the time, date, place and purpose of such meeting. Attendance of a Director at a meeting shall constitute a waiver of notice of such meeting, except where a Director attends for the express purpose of objecting, at the beginning of the meeting, to the transaction of any business because the meeting is not lawfully called or convened.

Section 5. Rule of the Chair. Executive Committee meetings may be run informally by the Rule of the Chair, subject to these Bylaws, the Articles of Incorporation, the Act and any other applicable law.

Section 6. Action of the Executive Committee Outside Regular Board Meetings. The Executive Committee, after giving proper notice to all Directors, may hold meetings or may vote between regular meetings of the entire Board of Directors. Any action required or which may be taken at a meeting of the Executive Committee may be taken by any mode of communication by means of which all persons participating in the meeting can communicate with each other at the same time. With proper notice, any action required or which may be taken at a meeting of the Executive Committee may be taken without a meeting if each committee member consents in writing thereto.

Section 7. Executive Committee Minutes. At any time the Executive Committee has a meeting or takes action minutes shall be recorded by the Recording Secretary. Within fourteen (14) days of an Executive Committee meeting or action the entire Board of Directors shall be notified by mail, overnight courier, facsimile, e-mail or other mode of written transmittal of such meeting or actions. A summary of the actions shall be included in the next scheduled ICES Newsletter, according to newsletter submission guidelines.

ARTICLE X COMMITTEES

Section 1. Standing Committees. This Societe` shall be required to maintain the following standing committees: Awards (Scholarships), Budget and Finance, Bylaws, Certification and Education, Contracts, Convention, Ethics, International Liaison, Internet, Job Descriptions, Logo, Membership, Minutes Recap, Newsletter, Nominations and Elections, Property and Records Management (Historical), Publicity, Representatives (Chapters), Social Media, Vendor Liaison, and Ways and Means.

- A. All standing committees shall be chaired by a member of the Board of Directors. The President shall appoint all committees and shall be an ex-officio, non-voting member of all committees. These committees shall have such duties as assigned by the Articles of Incorporation, these Bylaws or the Board of Directors. The President may designate one (1) or more Director(s) as alternate members of a committee, who may replace an absent or disqualified member. Each standing committee, to the extent provided by the Board of Directors, shall have the authority of the Board of Directors, except as provided in Section 528 of the Act. Each standing committee shall have the authority to set up whatever subcommittees it deems necessary to accomplish its stated purpose.
- B. Committee appointments shall be for one (1) year or until their successors are appointed or until their specific purpose is completed as the Board of Directors shall designate. Committee appointments will be made at the annual meeting of the Board of Directors by the President.

Section 2. Special Committees. The Board of Directors or the membership may establish other committees, as they deem necessary to accomplish goals consistent with the purposes of this Societé. Unless the Board of Directors provides otherwise, each committee member must be a member in good standing of the Societé. One (1) member of each special committee (other than the Executive Committee) shall be appointed by the President. The chairman of any special committee need not be a Director.

Section 3. Quorum and Manner of Acting. Unless otherwise provided by the Board of Directors, a majority of the whole committee shall constitute a quorum and the act of the simple majority shall be the act of the committee. Any action required or which may be taken at a meeting of a committee may be taken without a meeting if each committee member consents in writing thereto. Each committee member shall be entitled to one (1) vote on each matter submitted to a vote of the committee. Committee members may not vote by proxy.

Section 4. Meetings. The committee chairman shall notify members of a meeting(s). The chairman shall designate a member of the committee to serve as secretary, and minutes of each meeting shall be retained by the chairman of the committee. To the extent permitted by the Act, any person participating in a meeting may participate by means of any mode of communication by which all persons can communicate with each other. Each committee may adopt meeting rules not inconsistent with these Bylaws or with rules adopted by the Board of Directors.

Section 5. Limitation of Delegated Authority. Actions taken by committees shall be subject to Article XXI – Declaration of Policy of these Bylaws.

Section 6. Removal or Resignation. Any member of a standing committee may be removed by the President when in the best interest of the Societé or for cause. Any member of a special committee may be removed by the Board of Directors when in the best interest of the Societé or for cause. Grounds constituting “cause” shall be failure to fulfill the duties of the assigned positions or conduct unbecoming or prejudicial to the aims or reputation of the Societé. Any committee member may resign at any time by giving written notice to the President, the Recording Secretary or the Board of Directors. Any resignation shall take effect at the time it is received by the President, the Recording Secretary or the Board of Directors.

ARTICLE XI APPOINTEES, CONTRACTORS AND OTHER POSITIONS

Section 1. Independent Contractors. This Societé may contract independent contractors to accomplish the goals of the Societé. Any independent contractors shall be selected through a bid process by the Board of Directors and shall perform such duties as outlined in a written contract. Any person holding a paid contract position with the Societé may not serve on the Board of Directors during his/her contract period.

Section 2. Duration of Contract of Independent Contractor. One (1) or more independent contractors may be contracted on a full- or part-time basis, and on a temporary or at-will basis by the Board of Directors or an Officer as designated by the Board of Directors.

Section 3. Parliamentarian. The President shall engage a professional parliamentarian to advise at each Annual Membership Meetings and Special Membership Meetings as to rules of procedure using Robert's Rules of Order *Newly Revised*, latest edition, so as to ensure orderly and productive meetings and equal access to the rules. The President may appoint a Parliamentarian to advise at Board of Directors' meetings and Executive Committee meetings. Any voting rights of a Director who is appointed to advise on parliamentary procedure at meetings of the Board of Directors or the Executive Committee shall be retained.

Section 4. Representatives. Where practicable, there shall be one (1) Representative per state/area/province/country/chapter having five (5) or more members. The members of the state/area/province/country/chapter shall elect the Representative. Representatives shall have duties assigned to them by the Board of Directors and these Bylaws, promote ICES, and perform the duties of an advisor and work with members of their geographical area as needed.

ARTICLE XII CHAPTERS

Section 1. Establishing Chapters. The Board of Directors may authorize the establishment of state/area/province/country Chapters in the furtherance of the purposes of the Soci t . The Board of Directors shall establish rules regarding the establishment and operation of Chapters. Any function sponsored by an ICES Chapter shall comply with the rules and regulations set forth by the Board of Directors.

Section 2. Territorial Limits. The territorial limits of said Chapters shall be established by the ICES Board of Directors.

Section 3. Chapter Membership. Chapters shall be composed of active members of ICES in good standing.

Section 4. Financial Reporting. Chapters sponsoring shows, competitions or other events in the ICES name must report all financial activity to ICES.

Section 5. Control of Chapter Funds. Chapter funds of any nature are to be under the supervision and control of the Chapter Representative and Chapter Treasurer.

ARTICLE XIII VACANCIES IN POSITIONS

Section 1. Filling Vacancies of the Board of Directors. The Board of Directors shall have the power to fill vacancies which occur in its rank by death, resignation, removal, disqualification, or otherwise, but shall not be required to fill the vacancy if the majority of the remaining Board deems it unnecessary. The vacancy may be filled by a one-year appointment and shall be decided by no less than a majority affirmative vote of the Board of Directors at a meeting at which a quorum is present. It shall be allowable to take such vote by secret ballot. Appointments are for one (1) year only. The vacancy shall be filled by a former Board member, who may fill no more than three (3) consecutive one-year appointments.

Section 2. Filling Vacancies of Officers. Whenever a vacancy occurs in the office of President by death, resignation, removal, or disqualification, the Vice President shall become the President for the remainder of the term. A vacancy in any other office due to death, resignation, removal, or disqualification, shall be filled without undue delay for the remainder of the term vacated by the affirmative majority vote of the Board of Directors. It shall be allowable to vote by secret ballot. The vacancy shall be filled, if possible, from the remaining members of the Board. The Board of Directors has the right to go outside the Board to fill a vacancy in any office with a former Board member who has had at least two years of service, if it is deemed to be in the best interest of the Soci t .

Section 3. Filling Vacancies of Committee Chairmen. Committee chairmen vacancies shall be filled by Presidential appointment without undue delay.

Section 4. Filling Vacancies of Contract Positions. Vacancies in independent contract positions caused by death, resignation, removal, or otherwise, shall be filled without undue delay by the Executive Committee as a temporary position until a bid process can be completed. The Director responsible for the position vacated shall conduct the bid process and shall make a recommendation for replacement to the Board of Directors at the next regularly scheduled meeting. The Board of Directors shall then accept a bid for the independent contractor position.

Section 5. Filling Vacancies of Representatives. A vacancy in the position of Representative caused by death, resignation, removal, disqualification, or otherwise, shall be filled by the Representative Liaison who will work to hold an election or appoint a Representative for that state/area/province/country/chapter.

ARTICLE XIV MEETINGS

Section 1. Annual Membership Meeting. There shall be one (1) General Membership Meeting per year and one (1) Annual ICES Convention and Show that shall be held in conjunction therewith. The Board of Directors shall set the site, date, place and hour, either within or without the State of Michigan, for the General Membership Meeting. The said meeting shall be no earlier than the third week of July and no later than the third week of August. There shall not be less than twenty (20) days nor more than sixty (60) days written notice to the membership for said General Membership Meeting. The agenda and business of such Annual Membership Meeting shall be as allowed or required by law and consistent with the purposes of the Soci t  as well as all other specific items

mandated by other sections of these Bylaws.

Section 2. Reports. At said General Membership Meeting, the Recording Secretary shall give a report that will include the minutes of the previous General Membership Meeting for approval by the membership and the Treasurer shall report the financial condition and the financial dealings of the Société since the last General Membership Meeting.

Section 3. Special Membership Meetings. Special meetings of the membership of the Société may be called in the following manner and under the following conditions:

- A. A special meeting may be called by one-third (1/3) of the Board of Directors or by no less than ten percent (10%) of the members requesting the same in writing, with a copy of the request to the President and the Chairman of the Board. Said request shall specify the purpose for said meeting. The Board of Directors may fix such time and place, either within or without the State of Michigan, for any special meeting of the members.
- B. There shall be a minimum of twenty (20) days, but not more than sixty (60) days written notice to the membership in regard to special meetings of the membership; and said written notice shall include the time, date, place and purpose of said meeting. No binding action may be taken at said special meeting of the membership on any issue not specifically mentioned in the notice.

Section 4. Quorum. Three percent (3%) of the membership, represented in person, by proxy or absentee ballot, shall constitute a quorum at any meeting of the membership. A quorum shall be required to call a membership meeting to order. The members at such a meeting may continue to do business until adjournment, even if the withdrawal of members should leave less than a quorum.

Section 5. Record Date for Meeting Notice. The record date for determination of members entitled to notice of the annual meeting shall be April 1st.

Section 6. Record Date for Eligibility to Vote. The record date for determination of members eligible to vote is thirty (30) days prior to any election.

Section 7. Board of Directors' Meetings. Board of Directors' meetings will be held twice yearly: a midyear meeting in February or March and an annual meeting in conjunction with the Annual ICES Convention and Show, either within or without the State of Michigan. Such meetings shall be closed to the general membership. Specific invitations or requests to attend may be allowed by the Board of Directors.

Section 8. Special Meetings of the Board of Directors. Special meetings of the Board of Directors may be called by the President or any three (3) Directors in writing, with a copy of the request to both the President and the Chairman of the Board. Said request shall specify the purpose for said meeting. The President or Chairman shall fix the time, date and place, either within or without the State of Michigan, for any special meeting of the Board of Directors. The authority of the Board of Directors shall be limited to the specific agenda in the notice for said special meeting. All members of the Board of Directors shall receive at least seventy-two (72) hours written notice of the meeting.

Section 9. Manner of Acting.

- A. Membership Meetings. The act of the majority of the members present or represented at a meeting of the membership at which there is a quorum shall be the act of the membership, except that only a plurality vote of the membership is required for elections to the Board of Directors and of officers. At any meeting of the membership, members entitled to vote may vote by proxy executed in writing by the member or his/her duly authorized attorney-in-fact and delivered to the Recording Secretary at least twenty-four (24) hours prior to the meeting. The proxy must be in a format approved by the Board of Directors. Any member entitled to vote may vote by absentee ballot in a format approved by the Board of Directors.
- B. Board of Directors Meetings. The act of the majority of the Directors voting at a meeting of the Board of Directors at which there is a quorum shall be the act of the Board. A two-thirds (2/3) vote is required when voting to recommend to the membership Bylaw amendments or Bylaw(s) revisions.

Section 10. Action by Communication Equipment.

- A. Membership. Any action required or which may be taken at a meeting of the membership may be taken by any type of communication equipment by means of which all persons participating in the meeting can interact with each other.
- B. Board of Directors. Any action required or which may be taken at a meeting of the Board of Directors may be taken by any type of communication equipment by means of which all persons participating in the meeting can interact with each other.

Section 11. Action Without a Meeting.

- A. Membership. Any action required or which may be taken at a meeting of the membership may be taken without a meeting if each member consents in writing thereto.
- B. Board of Directors. Any action required or which may be taken at a meeting of the Board of Directors may be taken without a meeting if each Director consents in writing thereto.

**ARTICLE XV
NOTICE AND WAIVER OF NOTICE**

All notices required to be given to members of the Société may be given via electronic means, including, without limitation, facsimile and e-mail; and by his/her membership, each member consents to such notice. Attendance of a member at a meeting of the membership, Director at a meeting of the Board of Directors, or Officer at a meeting of the Executive Committee shall constitute a waiver of notice of such meeting, except where a member, Director or Officer attends for the express purpose of objecting, at the beginning of the meeting, to the transaction of any business because the meeting is not lawfully called or convened.

**ARTICLE XVI
REPORTING TO MEMBERSHIP**

After every regular or special meeting of the membership, Board of Directors and Executive Committee, a brief summary of the actions taken shall be included in the next scheduled ICES Newsletter, according to Newsletter submission guidelines. This Article shall not apply to the formal or informal meetings of standing or special committees that may be established.

**ARTICLE XVII
FINANCES**

Section 1. Accounting Procedures. Accounting procedures followed by the Société shall be any of those procedures normally accepted as general accounting principles in that profession or those that are now and hereafter required by law of a Société of this type. Accounting shall be done pursuant to requirements of Michigan and federal law and all master accounting work shall be done by a certified public accountant.

Section 2. Fiscal Year. The fiscal year of the Société shall begin September 1 of each calendar year or any other period established by the Board of Directors.

Section 3. Operating Budget. A proposed annual operating budget shall be prepared by the Treasurer and approved by the Board of Directors each year prior to the beginning of the Société's fiscal year.

Section 4. Contracts. The Board of Directors may authorize any two of the following Officers to enter into a contract in the name of and on behalf of the Société: President, Vice President and/or Treasurer.

Section 5. Authority for Payment of Expenses. The proper Officers and bodies of the Société are hereby authorized to pay whatever reasonable expenses are incurred in carrying out the requirements and intent of the Articles of Incorporation and the stated purposes of this Société.

Section 6. Checks. The Treasurer, as Chief Financial Officer of the Société, shall sign all checks. The Board shall designate two (2) additional elected officers who shall have authority to sign checks in the absence of the Treasurer.

Section 7. Deposits. All funds shall be deposited in the name of the Société in asset protected accounts with any banks, trust companies or other depositories as the Board of Directors may select.

Section 8. Currency Standard. All financial transactions of the Société shall be in U.S. funds.

Section 9. Determination of Dues. The Board of Directors shall fix the amount of the annual membership dues and/or assessments.

**ARTICLE XVIII
COMPENSATION**

Directors and Officers shall not receive any salary for their services as Directors or Officers. The Board of Directors will establish guidelines for a reimbursement allotment to Directors and Officers to help offset expenses incurred in attending one or more regular or special meeting(s) of the Board of Directors.

**ARTICLE XIX
INUREMENT**

The Société is not organized for pecuniary profit. The Société shall use its funds only to accomplish the purposes specified in these Bylaws. No part of the net earnings of the Société shall inure to the benefit of or be distributed to its Directors, Officers, Members, contractors, or other private persons.

**ARTICLE XX
BOOKS AND RECORDS**

The Société shall keep correct and complete books and records of account, membership rolls, and minutes of the proceedings of its Members, the Board of Directors and the Executive Committee. Such books, records, and minutes may be kept outside the State of

Michigan.

ARTICLE XXI DECLARATION OF POLICY

Responsibility and authority for any declaration of Société policy is reserved to the judgment and discretion of the Board of Directors. Committees of the Société are not authorized to commit the Société in any way, financially or otherwise, without prior approval of the Board of Directors, except as specified in the approved budget or as directed by the Board of Directors.

ARTICLE XXII GENERAL RULES OF PROCEDURE OF MEETING

All membership meetings and all Board of Directors' meetings, whether regular or special, shall use as their rules of procedure Robert's Rules of Order Newly Revised, latest edition, to ensure order and productive meetings and equal access to rules. This article shall not apply to Executive Committee meetings which may be informally run by the Rule of the Chair, subject to relevant Michigan and federal Laws and other sections of these Bylaws.

ARTICLE XXIII GOVERNING LAW

All questions with respect to the construction of these Bylaws shall be determined in accordance with the applicable provisions of the laws of the State of Michigan.

ARTICLE XXIV HEADINGS

The headings of these Bylaws are intended solely for the convenience of reference and are not intended for any purpose whatsoever to explain, modify or place any construction upon any of the provisions of these Bylaws.

ARTICLE XXV CONTROL OVER BYLAWS

Amendments and/or revisions of these Bylaws shall be prepared by the ICES Board of Directors for submission to the general membership. These Bylaws may be adopted, amended or repealed by the general membership by an affirmative vote of at least two-thirds (2/3) of the members voting, in person, by absentee or by proxy, providing a quorum is represented. Notice of proposal to adopt, amend or repeal these Bylaws shall be included in the notice of the meeting given in writing to each member not less than twenty (20) days nor more than sixty (60) days prior to such proposed action. Upon acceptance by the membership, these Bylaws shall supersede all other Bylaws of the Société.

ARTICLE XXVI SEVERABILITY CLAUSE

It is the stated intent of this Société in adopting these Bylaws that they be severable and independent and that if at any time in the future any particular Bylaw shall be ruled in arbitration by a Court or an agency or competent jurisdiction to be in violation of either Michigan Corporate Law for nonprofit corporations or applicable Federal law or applicable regulation of the Internal Revenue Service for tax-exempt corporations, then such clause or part of such clause shall be automatically stricken without any effect upon the remainder of these Bylaws and shall be deemed to be automatically null and void without formal action on the part of the Board of Directors or the Membership. The remainder of the Bylaws shall remain in full effect.

XXVII DURATION AND DISSOLUTION

The duration of the Société shall be perpetual, except that it may be dissolved in the manner provided by the Act. Upon dissolution of this Société, the Board of Directors shall, after paying or making provisions to pay all liabilities of the Société, distribute its assets to one (1) or more other nonprofit corporations the Board of Directors or membership directs as long as said corporation qualifies under Section 501(c)(6) or 503(c)(3) of the Internal Revenue Code as a tax-exempt organization in such manner as the Board of Directors shall determine.

Adopted August 10, 2000
Detroit, Michigan

Amendments:

8/18/01 Article X, Section 1 – at General Membership Meeting
7/26/02 Article X, Section 1 – at General Membership Meeting
8/1/03 Article IV, Section 5A; Article XI, Section 1 – at General Membership Meeting
8/6/04 Article VI, Section 6; Article X, Section 1 – at General Membership Meeting
7/29/05 Article XXV – at General Membership Meeting
7/18/08 Article XIV, Section 8 – at General Membership Meeting
8/4/11 Bylaws Revision – by General Membership at Special Bylaws Revision Meeting
8/3/12 Article IV, Section 1(E); Article VI, Section 1; Article XI, Section 3; Article XVII, Section 9 – at General Membership Meeting
8/9/13 Article XVII, Section 7 – at General Membership Meeting
7/31/15 Article X, Section 1, Article XIII, Section 1 –at General Membership Meeting
8/3/17 Article IV, Section 1, F & G – at General Membership Meeting
8/3/17 Article X, Section 1 – at General Membership Meeting

State/Area/Province/Country/Chapter/Show & Convention ICES Internet Policy

Copyright and Privacy:

- All content provided on this website, including but not limited to: formatting, images, logos, software, and text, is copyrighted by [State/Area/Province/Country/Chapter/Show & Convention, hereinafter called S/A/P/C/C/Show] ICES under United States law and is protected by worldwide copyright laws and treaty provisions. Any reproduction, modification, storage in a retrieval system or retransmission, in any form or by any means, electronic, mechanical, or otherwise, for reasons other than personal use, is strictly prohibited without prior written permission. Published pages that have been pre-approved for reproduction will be so designated at the bottom.
- Sugar-related websites are welcome to link to any of the [S/A/P/C/C/Show] ICES webpages published on the Internet. There is no need to request permission.
- Use of the official ICES logo and the [S/A/P/C/C/Show] ICES logo is prohibited without written permission from ICES and/or [S/A/P/C/C/Show] of ICES.
- No member or non-member shall sell, barter, trade, or use for personal gain or otherwise, any personal information from a member or non-member that has been obtained from the ICES Chapter records or provided to the Internet Coordinator for the purpose of access to password-protected pages.
- Only original material is published on this [S/A/P/C/C/Show] ICES website, or material for which permission to publish has been granted.
- Only original photos may be submitted to ICES or [S/A/P/C/C/Show]. Photos become the property of ICES and/or [S/A/P/C/C/Show] ICES and may be altered for promotion purposes, to enhance a webpage or fit space requirements. No photo may be reproduced on the website for promotional purposes (on the website) without a signed release by the artist.

Website Ownership and Maintenance:

This website is owned, operated and maintained by [S/A/P/C/C/Show] ICES, and must exist as a stand-alone, individual, separate website, apart from any other personal or business website. The contents of this website are published under the jurisdiction of the [S/A/P/C/C/Show] ICES Bylaws and remain under [S/A/P/C/C/Show] ICES ownership and jurisdiction, regardless of who administers and/or maintains the site. The domain name, web hosting and all other associated regular accounts, subscriptions and fees will be in the name of [S/A/P/C/C/Show] ICES, and will be paid for by funds from the treasury of [S/A/P/C/C/Show] ICES. E-commerce profits, if any, derived from this website will be deposited into the treasury of [S/A/P/C/C/Show] ICES and will benefit [S/A/P/C/C/Show] ICES as a whole.

Content Policy:

This website is an ICES [S/A/P/C/C/Show] website and as such, all information posted on this website will be family friendly, neither controversial nor offensive in any way, and suitable for children of all ages. Personal notes and blogs will not be posted and message boards are not permitted at the ICES [S/A/P/C/C/Show] level. ICES and local ICES [S/A/P/C/C/Show] events may be listed or linked on this website at no charge. All non-ICES events must be sugar-art related and in conformity with ICES Bylaws, Ethics, S/A/P/C/C/Show Internet Policy, and Chapter Bylaws, if applicable. NO information detrimental, defamatory or derogatory to ICES in any way may be published on any [S/A/P/C/C/Show] ICES website.

Social Networking:

ICES and ICES S/A/P/C/C/Show may set up and maintain social networking sites under the supervision and monitoring of the ICES Internet Coordinator, ICES Marketing Coordinator, ICES Social Media Chairman, or S/A/P/C/C/Show Webmaster respectively. Postings must be in keeping with the purposes of ICES and should be relevant to ICES and its members. All efforts shall be made to guard against postings that are detrimental, defamatory or derogatory to ICES, its individual members or any ICES S/A/P/C/C/Show.

Webmaster:

The [S/A/P/C/C/ Show] Webmaster must be relatively familiar with Internet procedures, website design and maintenance, and may be elected or retained by a simple majority vote by the [S/A/P/C/C/Show] ICES membership. If elected, the S/A/P/C/C Webmaster's term does not expire until the next regularly scheduled [S/A/P/C/C/Show] election for that position. The Webmaster may be reelected as often as they are elected and willing and able to serve. The Webmaster, though not an ICES officer, must answer to the membership, and provide web hosting, domain name registration and maintenance, web user name and password (and any changes) to the current State Representative (if none, ICES Alternate; if none, other elected [S/A/P/C/C/Show] Secretary or Treasurer; if none the ICES Representative Liaison), and ensure that such information is easily accessed by the State Representative (or Alternate) and the succeeding Webmaster. Web design and upkeep must be within [S/A/P/C/C/Show] ICES' Internet Policy and meet the approval of the majority of the local [S/A/P/C/C/Show] ICES membership. The purpose and responsibility of the Webmaster is to accurately reflect the online

personality and mission of the [S/A/P/C/C/Show] ICES website. It is the Webmaster's responsibility to maintain the [S/A/P/C/C/Show] ICES webpages, building, enhancing or updating the website for the benefit of the [S/A/P/C/C] membership, publishing current information on the website within five (5) business days of content submission and approval, and within ten (10) business days of the delivery of the state newsletter or Rep communiqué, if any.

Advertising and Reciprocal Link Policy:

- Ads and Reciprocal Links are on a first come, first served basis, and listed in alphabetical order.
- Submit completed Ads: ICES staff will not build ads.
- All Ads have a 6 line limit and must contain the following information: Address, Contact Information, Dates/Times, and have an Event Title.
- ICES will determine which fonts may be used (Arial, Trebuchet, Times New Roman, etc.).
- Ad pricing and placement begins the first day of the month and expires on the last day of the month, regardless of number of days in the month.
- Ad payments must be received before being placed on ICES.org. NO Exceptions.
- All Ads will be removed without notice on the first day of the next month, unless renew request and fees are submitted.
- Ads must be in good taste; any ad not deemed to be in good taste or family-friendly will not be uploaded, but returned for revision. If revisions are not completed and re-submitted within two business days, the ad space will be sold to the next advertiser.
- All links approved for the ICES website must link to web page(s) that are in good taste, relate to the sugar arts of cake decorating, comply with the basic principles of the ICES Bylaws, Ethics, and do not contain links to objectionable sites.
- The requestor does not have to be a member of ICES, but the associated website needs to be of cake related interest.
- ICES request that all reciprocal links be linked through the ICES logo, preferable on the requestor's home page.
- A website must display the ICES logo and connected link first, then ICES will reciprocate the link.
- All reciprocal links are displayed on the ICES.org under the Media tab on the "Links" page.
- The Internet Coordinator will review all approved links regularly to ensure conformity to the ICES standards.
- When an approved Internet link no longer conforms to the ICES standards, the Coordinator will forward an email message to the site advising them of this condition. The Coordinator will remove the link from the ICES web page until the site conforms.
- Once the contracted period is completed all Ads will be removed without notice, unless renewal request and fees are submitted.
- No refunds are available once payment has been made.

Ad and Reciprocal Link Rates:

- Each ICES S/A/P/C/C/Show website will determine its own fees for advertising space on their individual websites. Credit card information will not be kept on file.

ICES Code of Ethics

The Ethics Committee was formed to investigate and resolve formal ethics complaints within the association. The committee is to provide a neutral process to facilitate a just resolution to such complaints.

The Code of Ethics for ICES Members is as follows:

Members are responsible for conducting themselves in a moral, lawful and ethical manner, obeying all applicable local, state, provincial, federal, civil and criminal laws, rules and regulations.

- Members should avoid the appearance of any criminal offense or professional misconduct.
- Members shall not discriminate against other members, exhibitors, vendors or consumers based on race, religion, nationality, disability, gender or sexual orientation.
- Members will adhere to the ICES Bylaws and the policies of the ICES organization. Members are responsible for promoting the mission, goals and objectives of the ICES organization and not behaving in a manner in conflict with these stated ideals.
- Members shall disclose all relationships that might constitute, or appear to constitute, a conflict of interest.
- Members shall not engage, directly or indirectly, in false or misleading practices.
- Members, in order to maintain and broaden public confidence, shall perform all responsibilities with the highest degree of integrity.
- Members shall avoid defaming one another.
- Members shall not misappropriate the property of others.

Any complaint against an ICES member, whether by a member or nonmember, shall be initiated by the filing of a complaint in writing and submitted to an ICES Board Member within one year of the date of the alleged offense.

Code of Ethics Agreement

I, as a requirement for admission to and retention of membership and participation in the International Cake Exploration Société (ICES), agree to strive at all times to upgrade and improve my knowledge of and/or skill in the sugar arts. In all my dealings with fellow cake decorating enthusiasts and the general public, I will:

- Strive to present all sugar art related services and surroundings in a manner which reflects the highest levels of professionalism.
- Conduct myself in a lawful and ethical manner, obeying all applicable local, state, provincial, federal, civil, and criminal laws and regulations. Avoid the appearance of any criminal offense or professional misconduct.
- Not discriminate against other members, exhibitors, vendors or consumers based on race, religion, nationality, disability, gender or sexual orientation.
- Disclose all relationships that might constitute, or appear to constitute, a conflict of interest.
- Not engage, directly or indirectly in false or misleading practices.
- Perform all responsibilities with the highest degree of integrity to maintain and broaden public confidence.
- Avoid defaming another (i.e., avoid attacking the good name of others by slander or libel).
- Not misappropriate the property of others (i.e., not use illegally or wrongly the property of others).

By submitting my application for membership or membership renewal in ICES, I agree to abide by all of the Société's policies and procedures.

ICES Grievance Procedure for ICES Conventions and Midyear Meetings

Grievance Procedure

ICES aims to resolve problems and grievances promptly and as close to the source as possible with graduated steps for further discussions and resolution at higher levels of authority as necessary. For the purpose of this Grievance Procedure, a “grievance” is defined as a specific, formal statement of complaint.

Statement of General Principles

- Complaints must be fully described by the person with the grievance within twenty-four (24) hours of the dispute.
- The accused person(s) shall be given the full details of the allegation(s) against them.
- The person(s) against whom the grievance/complaint is made shall have the opportunity and be given a reasonable time to state their side of the story before a formal resolution is attempted by the Grievance Committee.
- Grievance proceedings shall be conducted privately, honestly, fairly and without bias by three (3) current ICES Board Members, at least one of whom is on the Ethics Committee. Because of longstanding friendships within ICES, the impartial members of the Grievance Committee shall be appointed for each case by the seated ICES President. The committee members will choose from among themselves who is responsible for filing any necessary reports. If the Grievant feels that any member of the committee is not impartial, he/she may request an immediate review of the appointment process by the Board of Directors.
- Proceedings shall not be unduly delayed.

Procedures

The following is a four-level process:

1. The Grievant attempts to resolve the complaint as close to the source as possible. Disputes will not be heard by the Grievance Committee until every effort has been made to resolve the issue(s) first privately, then by involving the appropriate Show or Board Committee Chair(s), whichever is applicable, and/or Show Directors. This level may be quite informal and verbal.

If the matter is not resolved,

2. The Grievant notifies the ICES President and/or Ethics Committee Chairman (in writing or otherwise) as to the substance of the grievance and states the remedy sought. Discussion should be held between Grievant and any other relevant party. This level may be informal, but either party may request written statements and agreements. This level should not exceed one day, if possible.

If the matter is still not resolved,

3. The ICES President will appoint the Grievance Committee by the next morning, or as soon as possible. A grievance taken to this level must be specific, in writing, and dated and signed by the Grievant. The Grievance Committee will investigate and determine if an ethics violation has occurred. If the Grievance Committee determines that no ethics violation has occurred, the Grievance Committee may settle the matter. If an ethics violation has occurred, the Grievance Committee will forward the matter to the Ethics Committee, along with any additional information deemed relevant. The Ethics Committee may consult with the Board of Directors, and will either open the incident for investigation and/or settlement, or render a decision within twenty-four (24) hours. The Grievance Committee will provide a written response to the Grievant. The Grievance Committee will also communicate with any other parties involved or deemed relevant. This level should not exceed one day, unless the incident is complex, requiring investigation.

4. All decisions of the Ethics Committee and/or the ICES Board of Directors shall be final.

NOTE: While this procedure is specifically designed for grievances that may occur during a Convention or a Midyear Meeting, if a grievance is committed or alleged outside those parameters, the spirit of the law” of this procedure may be applied, with action initiated by the ICES President, once contacted by the Grievant. The ICES President will outline in writing the procedure to be followed upon receiving the complaint and before initiating action. Steps 1 through 4 must still be followed; there will be no Grievance Committee formed without a sincere personal attempt on the part of the Grievant to resolve the situation.

Grievance Procedure Reporting

Reports of the Grievance Procedure must be filed with the ICES President within two (2) weeks and copies are to be distributed to all parties involved in the claim, excluding witnesses. The report must contain the following information:

- Today's report date:
- Seated ICES President:
- Grievance Committee Members (3):
- ICES Ethics Committee Members:
- Date of Grievance:
- Has Step 1 of the ICES Grievance Procedure been followed?
- If yes, has Step 2 of the ICES Grievance Procedure been followed?
- Date ICES President notified:
- Did the Grievance Committee find that the ICES Code of Ethics has been violated?
- If yes, please give a short report of the findings:
- Date resolved at the Grievance Committee level:
- Date Grievant and Pertinent Parties notified:

ICES Policy Regarding the Release of Personally Identifiable Information (PII)

Background - PII is —any information about an individual maintained by an organization, including (1) any information that can be used to distinguish or trace an individual's identity, such as name, social security number, date and place of birth, mother's maiden name, or biometric records; and (2) any other information that is linked or linkable to an individual, such as medical, educational, financial, and employment information. Examples of PII include, but are not limited to:

- Name, such as full name, maiden name, mother's maiden name, or alias
- Personal identification number, such as social security number (SSN), passport number, driver's license number, taxpayer identification number, or financial account or credit card number
- Address information, such as street address or e-mail address
- Personal characteristics, including photographic image (especially of face or other identifying characteristic), fingerprints, handwriting, or other biometric data (e.g., retina scan, voice signature, facial geometry).
- Information about an individual that is linked or linkable to one of the above (e.g., date of birth, place of birth, race, religion, weight, activities, geographical indicators, employment information, medical information, education information, financial information) ¹

Policy - It is incumbent upon the ICES Board of Directors, Executive Committee, ICES Committees and sub-committees, as well as the Newsletter Editor and the Membership Coordinator to ensure that ICES members' PII are properly protected. Therefore, any request from vendors, trainers, ICES members (past or present), or any other organization for the release of PII such as names and addresses of ICES members for any purpose, but more specifically mass mailings or marketing, shall not be honored.

¹ Source: National Institutes of Standards & Technology, NIST Special Publication 800-122, Guide to Protecting the Confidentiality of Personally Identifiable Information (PII).

ICES COPPA

ICES allows any child under the age of fourteen (14) to join its organization (as well as make nominations, apply for scholarships, and give gift memberships), only with the verifiable consent of a parent to receive their child's information. Information collected from a child includes name, address, phone number, age, birth date, etc. All ICES electronic forms are secure and do not use cookies. The information collected will only be used for which it was submitted and will not be disclosed to third parties. The parent has the option to agree to the collection and use of their child's information through an online "Permission Form". A parent can also refuse to allow any further collection or use of their child's information by contacting the ICES Membership Coordinator.

ICES PCI Compliant Policy & Guidelines

Objective:

To provide ICES with procedures for security guidelines and instructions for the secure processing and transmission of ICES' sensitive information, protection of members' card holder data and personal information. These guidelines and instructions provide vital steps for ICES to build, implement, and maintain strong measures and regularly monitor the processes by which ICES's information is transmitted, stored, and used.

Scope:

This policy will provide guidelines and instruction for all ICES Board members, ICES Show Directors, ICES Treasurers (to include Show Treasurers), and ICES contractors to follow when processing/transmitting ICES' sensitive information, card holder data, and members' personal information.

Applicability:

Any individual, ICES Board member, ICES Contractor, ICES Show Director, ICES Show Committee Personnel, ICES Treasures (to include ICES Show Treasurers); with responsibilities for managing credit card data and processing transactions, processing of member information, and all entrusted with handling or processing credit card information need to have through knowledge of this policy.

Terminology:

For the purpose of this ICES policy the following definitions are provided:

- Credit cards: Shall also include the acceptance of "PIN-less debit cards" bearing the logo of a credit card company, such as Visa or MasterCard, chipped credit cards, electronic check payments and electronic bank transfers (domestic and international).
- Device: Includes computers/desktops, mobile/smart phones, laptops, tablets, and point of sale machines where information is sent from and received.
- DSS: Data Security Service
- Encryption: means to have a password or skewed system to protect your information on your computer and during transmission of information over the internet.
- Key: A sequences of numbers, letters, and characters that are unique identifiers to your devices.
- Malware: software or programs that gain access to your device thru a backdoor for the purpose of gathering information and causing device malfunction.
- Modem: Electronic device that transmits data to and from a computer thru communication lines.
- Network: The provider that sells you access to the internet.
- PCI: Payment Card Industry
- PAN: Personal Account Number
- POS: Point of Sale device such as Square or Apple Pay.
- Router: Device that brings your network connections to your home or office.
- Storage: the place where all your "data" is kept.

Instructions

Protection:

It is important to ensure each device is protected at all times, even when not in use, both in your home and when traveling. Ask yourself "Who has access to my device?" "How can I protect my device and the information on it?"

This section covers physical/access, virus, data and data storage, as well as transmission/network protections

Here are the proper steps to take to protect your device no matter where you are.

1.) Physical/Access Protection:

- Document device information:
 - Make sure all serial numbers are recorded and kept in a safe place, not on your device.
 - Including:
 - Hardware
 - Device
 - Router
 - Modem
 - Backup drive
 - Scanner/Printer
 - POS devices
 - Software and all applications.
 - Include make, model, keys, and passwords in record keeping.
 - Be sure to include your device on your house hold insurance policy.
 - Restrict device access:
 - There should be separate accounts on your device to ensure all users have their own login separate from yours. This allows all ICES information to be kept private and restrict access to that information.
 - Create separate login accounts and assign a unique login ID to each person with device access.
 - Additionally, create a “guest” account for those occasions when a visitor asks to use your device. ***Make sure you retain the “administrator account” for yourself and no one else (and protect it with a strong password). NEVER give anyone else access to this part of your device.
 - Pay attention to where your device is at all times, never leave it unattended.
 - When visitors come, or you leave your home, secure your device in a safe location, do not leave it out in the open.
 - When in public you need to be aware of who can see what’s on your screen.
 - Login to public connections is NOT advised. Hackers are waiting for you. This includes accessing your private financial accounts or any sensitive account. Whenever you login in public be sure to use “Secure” networks (such as your own private Wi-Fi network), otherwise DO NOT login.
 - All POS devices should be run on secure networks while being used in public locations.

2.) Virus Protection:

- Protect information, files, and cardholder data on all your devices from infection/invasion by:
 - Installing and maintaining “Firewalls”, this stops attacks from a variety of sources such as:
 - Bots
 - Bugs
 - Hacking
 - Phishing Scams
 - Spam
 - Spoofing
 - Spyware
 - Trojan Horses
 - Viruses
 - Worms
 - Install and regularly update “Antivirus” software as a second line of defense from “Malware”.

- Secure your routers as this is the gateway for your device to the internet. Protection of this gateway is vital. To do this change the factory settings, these are called “Default” settings. When installing your router be sure to change the settings and create an independent password. This will protect your network and your devices from hacking and/or malware attacks or virus infections. Created 2016
- Maintain ALL “system software”, “Programs” and “applications”. DO NOT let them lapse or expire. This will expose your system/device to security breaches, viruses, malware and hacking.
- Maintain backups of all ICES’ files, ensure they are encrypted, stored safely and protected by virus/malware security programs.

3.) Login Protection:

- It is vital to protect your device and ICES’ data/files when logged in to any program or even the device itself.
 - DO NOT login while others are watching over you.
 - DO NOT open sensitive programs/files in plain view of public locations.
 - Be mindful of mirrors, reflection on windows, or security cameras in all public locations.
 - Use 2 step authentication whenever possible.
 - Use complicated passwords.
 - Do not share passwords with anyone.

4.) Data Access Protection:

- Restrict all ICES data access by:
 - Restrict who has access to ICES sensitive information. Not everyone in ICES needs to have ICES member information. Restrict all credit card data to only the Membership Coordinator, the ICES Treasurer and Show treasurers who have a need to know basis. Show Directors do not need to have this information nor does any Board Member. ONLY the ICES personnel/contractors that utilize this information should have access to it.
 - Restrict physical access to sensitive data/files by encrypting all files with a password. This is very important as no one should be holding this information on unprotected/unencrypted spreadsheets.
 - Restrict where all ICES sensitive information/data is stored. Have a designated secure location protected by encryption, both on the location site and the file itself.
 - Sensitive ICES data/files should never be stored on a “cloud”.
 - POS devices should be handled only by those trained on the device and ICES’ Emergency Reaction Procedures.
- Processing and transmitting ICES data:
 - ICES’ member data should NEVER display the full credit card number (PAN). Only the last four digits of the account number should be visible (after the transaction has been successfully processed).
 - All ICES data transmissions should be on secure networks.
 - All ICES data needs to be encrypted during transmission.
 - NEVER e-mail or transmit sensitive ICES’ cardholder data via unsecured messaging or technologies.
- Key Storage:
 - All ICES “Keys” need to be encrypted when storing.
 - All ICES “Keys” should be stored in a separate location, not on the device itself.
 - All ICES “Keys” should be stored in a secure location with restricted access in order to protect the device that has any cardholder data.
 - Be sure to change the original manufacturers issued “key” to something that only you would know. This prevents access through your network.
- Passwords:

- Computer passwords:
 - Your device should have a password to login.
 - Each user of your device should also have a separate password to login.
 - Any ICES member data/information that is kept on a device should be secured with a password. While this may be a hassle to the user it protects the information should the system/device be hacked or breached. Created 2016
 - All ICES passwords should never be on an unprotected/unencrypted file or spreadsheet.
 - NEVER send passwords thru email, especially along with the file.
- Password on files/databases:
 - Passwords for system access and files must be different, they should NEVER be the same.
 - Passwords need to be unique to each files, system, and device. Develop a series of passwords that have multiple components containing a series of letters, numbers, and characters in unique combinations to prevent hacking or breach on your device and/or files.
 - No sharing of passwords.
 - Keep your password in safe secure place (not on clouds).
 - Secure storage of ICES' Keys and Passwords are critical to the protection of all ICES' data/information. Treat these as if they were "cash" and store in a physical safe under lock and key.

5.) Data Storage Protection:

- Storing ICES' data or information is just as much an important part of the process as every other step listed in this document.
 - DO NOT store ICES member cardholder data:
 - On any ICES device, database, spreadsheet, or server
 - If it is necessary to store a portion of the card holder data, it **MUST BE PROTECTED thru ENCRYPTION**, both the file and storage location.
 - Treat all ICES data/information like "cash" & store in a physical safe (not virtual or on a cloud) but rather in a locked filing cabinet or safe.
 - Spreadsheets, database programs or documents should not be used to hold any or all portions of ICES members' card data/information.
 - If any ICES data/information needs to be stored on a spreadsheet that spreadsheet should be encrypted and stored in a separate encrypted location.
 - All ICES data/information should be encrypted to prevent any security breaches.

6.) Transmission/Network Protection:

- Protection of ICES' data/information during transmission is crucial.
 - NEVER display the full card number under any circumstance.
 - All ICES' data information should be encrypted during transmission.
 - Follow all financial institutions', to include PayPal, security protocol for each ICES electronic transactions (transmissions).
 - Ensure all financial institutions' encryptions are applied.
 - Ensure your router is secure so that if or when information is transmitted thru the internet it is through a secure network.
 - NEVER use email or transmit ICES' sensitive cardholder data via unsecured messaging technologies (such as messaging apps).
 - Whether in public or the privacy of your own home use secure networks only, do not go to a public place & use their server/network connections these are open to anyone in the general public and increase the risk of hacking.

7.) Encryption Protection:

- Encrypting every aspect of ICES' data, from its processing to transmission and its storage is vital to keep ICES' member information secure & free from breach or hacking.
 - Use a series of numbers, characters, and letters in combination to create a secure encryption.
 - The more complicated you make the passwords the safer ICES' data/information is.
 - Never repeatedly use the same passwords or a series of passwords in encrypting ICES' files. CREATE new passwords each time.
 - Encrypt all ICES' data/information files, spreadsheets and storage locations.
 - Follow all financial institutions' instructions for encryption **DO NOT** take short cuts.
 - Encrypt all transmissions of every ICES' cardholder data across open, public networks.
 - Use "2 step" verification processes when & where ever possible. This creates a second layer of security.
 - Secure storage of all encryption passwords is vital, treat it like "cash" and secure it under lock and key.

8.) Disposal of Data Protection:

- How you get rid of old (or no longer useful) data information is equally important as keeping it.
 - Dispose of all ICES' data/information in such a way so that ICES' sensitive cardholder data cannot be reconstructed.
 - NEVER just throw this information in the trash be it physical trash can or cyber trash bin.
 - Acceptable physical destruction methods are:
 - cross-cut shredding
 - incineration
 - pulverize
 - magnetic erasing
 - overwriting the data/information
 - Acceptable cyber destruction methods are:
 - DO NOT simply DELETE the information. Recovery of this data/information is easy, even if you empty your trash bin.
 - Clear the files by overwriting the files, make them illegible or change their values. This will make the information illegible if recovered. (Note: even in this method data, or portions of, can be recovered unless the information in the files is thoroughly overwritten to be illegible.)
 - Purge all the information in each file.
 - Use sanitizing programs.
 - Destroy the data storage location. Again, simply clicking "DELETE" is not effective, you must take the time to render all the information in the files and the storage/device itself illegible.
 - Destroy the device, it's memory and removable memory devices.
 - Document date, time and method of destruction for all ICES' data files. Having a record will help should there be a breach, you can show proper destruction techniques were applied.
 - Recovery techniques are increasingly becoming more and more sophisticated. Destruction of ICES' data must be done in a methodical, industry standard way and documented.

ICES Emergency Reaction Procedures

Objective:

To provide ICES with emergency reaction procedures and instructions for the protection of ICES' sensitive information, protection of members' card holder data and personal information in the case of data breach or hacking. These procedures and instructions provide vital steps for ICES to react in a timely manner and provide safeguards from further loss in the case of a data breach or hacking.

Scope:

This policy will provide procedures and instruction for all ICES Board members, ICES Show Directors, ICES Treasurers (to include Show Treasurers), and ICES contractors to follow when a data breach or hack has occurred regarding ICES' sensitive information, card holder data, and members' personal information.

Applicability:

Any individual, ICES Board member, ICES Contractor, ICES Show Director, ICES Show Committee personnel, ICES Treasurers (to include ICES Show Treasurers); with responsibilities for managing credit card data and processing transactions, processing of member information, and all at ICES entrusted with handling or processing credit card or personal information MUST comply with this policy. Lack of compliance in a single area could jeopardize ICES' ability as a whole to accept payment cards.

Instructions

Data Breach Laws:

It is important to know the laws regarding data security breach in Michigan as that is the state of ICES' legal residence. Additionally, there are federal laws that may apply in the case of an ICES data security breach as well. Any compromise of ICES' members' cardholder data, files, or information not only undermines confidence in ICES' ability to maintain appropriate stewardship over entrusted confidential information but will incur state and federal law consequences and/or penalties. Thus it is vital to stay calm and work diligently to find the breach/hack, isolate it, report it, and resolve any issues to ensure it does not happen again.

1. DO NOT PANIC:
 - First thing to do is figure out what type of breach has occurred?
 - Look for red flags, what information is repeatedly missing or has been stolen.
 - Identify the information that has been breached.
 - Identify where the breach occurred.
 - Identify the part of the transmission process protocol not followed.
 - Identify where the connection break was.

- Identify any personnel who may have miss-processed the data.

2. Crisis Types:

- A breach or hack can happen to anyone on any device, thru any program, in a variety of circumstances. Be aware and prepare/plan for each of these situations with due diligence:
 - Personal device:
 - Physical Lost/stolen
 - Cyber Ransom – Control
 - Hacking
 - Virus/Malware infection
 - ICES' device (to include Point of Sale or Square devices):
 - Physical Lost/stolen
 - Cyber Ransom – Control
 - Hacking
 - Virus/Malware infection
 - ICES' Files:
 - Lost/stolen
 - Cyber Ransom – Control
 - Hacking
 - Virus/Malware infection
 - Cloud Storage:
 - Lost/stolen
 - Cyber Ransom – Control
 - Hacking
 - Virus/Malware infection
- Natural disasters can render you useless without internet connection for weeks. Be aware and prepare a plan for each of these situations:
 - Local:
 - Physical Damage to device
 - Loss/stolen
 - Scams
 - Loss of power/internet access
 - National:
 - Physical Damage to device
 - Loss/stolen
 - Scams
 - Loss of power/internet access
 - Global:
 - Physical Damage to device
 - Loss/stolen
 - Scams
 - Loss of power/internet access
 - ICES Wide:
 - Physical Damage to device
 - Loss/stolen
 - Scams
 - Loss of power/internet access
- Sent wrong info to wrong party via email.
- Personal or family health issues:
 - Loss of life
 - Loss of limb or organ
 - Long term disability

3. What to do:

- In case of breach or hack:
 - Record date and time breach or hack was discovered.
 - Record date and time action plan began.
 - Preserve all evidence in any means or format necessary.
 - Change all login credentials immediately.
 - As soon as you become aware of the problem change all passwords and keys to prevent further loss of data.
 - Block all suspicious activity to prevent further escalation.
 - Isolate the problem by taking the systems offline, logoff the network.
 - Run a full and complete security scan on your device immediately as soon as you become aware of the breach/hack.
 - Investigate who had last access to the system and if there was any misuse of systems by that individual.
 - Compare backup logs to current files to determine what information has been compromised.
 - Identify & document exact damage to device, it's systems, any programs and all files.
 - Contact immediately:
 - ICES' President via phone immediately.
 - If you are an ICES' contractor contact your immediate committee chair via phone.
 - Refuse service if in the form a person seeking information.
 - Be sure to document their name & all pertinent info if you can get it.
 - Names
 - Links or web address
 - Email
 - Phone numbers
 - Retain documentation of the breach even if it is in the form of screen shots or photos. Be sure to take clear detailed shots of pertinent information.
 - Create detailed report accompanied by documentation of the breach.
 - Document date and time containment of breach/hack was achieved.
 - ICES' President and Board of Directors will decide whether to hire a forensic specialist to evaluate the situation, provide containment, and restoration.
 - ICES' President will assign a special reaction committee and chairman to oversee all details of the data breach containment, response, and restoration.

- In case of natural disaster:
 - Prior to the incoming disaster prepare and secure all devices, files, and storage.
 - Document where the device and data are stored.
 - Notify ICES President of impending disaster and your plan of action.
 - Notify trusted family member of impending disaster and plan of action.
 - Ensure trusted family member knows how to contact ICES President.
 - Have an emergency mode operations plan.
 - Create a data recovery plan.
 - Have a backup of all your files.
 - Ensure a backup is done frequently
 - Ensure the backup is encrypted
 - Be sure trusted family member knows the location of your device.
 - Be sure ICES President knows the location of your Key and Passwords.
 - Ensure a trusted family member who is device/tech savvy knows what files to send to ICES President and your ICES Committee Chairman.

- In case of wrong information was sent to the wrong party via email:
 - First, NEVER email any ICES file or member data.
 - Recall the email if possible.
 - Encrypt all files if emailing.
 - Make it a practice to NEVER send passwords thru email or digital messaging, especially along with the file.

- Notify ICES' President immediately.
- In case of personal or family health issues:
 - Have an emergency mode operations plan.
 - Document where your device and data are stored.
 - Have a backup of all your files.
 - Ensure a backup is done frequently
 - Ensure the backup is encrypted
 - Notify ICES President of health status and your plan of action.
 - Notify trusted family member of health status and plan of action.
 - Ensure trusted family member knows how to contact ICES President.
 - Be sure trusted family member knows the location of your device.
 - Be sure ICES President knows the location of your Key and Passwords.
 - Ensure a trusted family member who is device/tech savvy knows what files to send to ICES President and your ICES Committee Chairman.

4. Notification:

- Once the extent of the breach is known IMMEDIATELY report suspected or known security breaches to all parties involved.
- The first step is to notify the ICES President and your immediate Committee Chair.
- An ICES' representative will notify local and federal authorities.
- The ICES President will notify the ICES Lawyer and seek guidance on legal language for public notifications.
- ICES' President will assign a special reaction committee and chairman to handle all responses.
- ICES shall use all the following means to disseminate information regarding any data breach or hack:
 - Written letter via United States Postal Service should go to all parties affected by the breach or hack.
 - Email Notifications should go to all parties affected by the breach or hack.
 - Public Announcement/Press Release will be determined by the ICES President or the ICES Board depending on time limitations.
 - Website
 - Newsletters
- 60 days is the standard practice of notifying all affected parties of the breach or hack, however; some states educe that to 30 days. It is important to respond in a timely manner.

5. Restoration of data:

- Once a breach/hack has been contained, clean and restore infected devices and systems:
- Be sure to block off and remove all threats.
- Prioritize devices and systems in order to determine what needs to be taken care of first.
- Deploy forensic team if needed.
- Use last backup for restoration.
- Review configurations and applications for updates.
- Check for new security patches and increase security programs/settings.
- Resume business as usual.

6. Continual Monitoring:

- Every six (6) months review all PCI documents policies and procedures.
 - Update according to latest DSS protocol.
- Keep an updated roster of all contacts on the reaction committee.
 - Verify individual understanding of their role during a response situation.
 - Ensure outside vendor contact information should one be needed.
 - Lawyer
 - Forensic team
 - Marketing/PR
 - All ICES' Contractors

- Create notification template in preparation of breach or hack.
 - Update regularly to have a current template prepared.
- Check up on all involved parties quarterly.
 - Ensure they are abreast on latest legislation and practices.
 - Verify/review their understanding of their role in case of a breach or hack
- Review quarterly all security protocols to ensure current up to date secure practices are being followed
- Verify quarterly all backups are being accomplished and stored securely.
- Update all ICES' devices, programs, software, and protocols quarterly to ensure continual secure processing.
- Provide all ICES' parties with a copy of all PCI documents:
 - ICES Board members
 - ICES Treasurer
 - ICES Contractors (All)
 - ICES Show Directors
 - ICES Show Treasurers
 - ICES Committee Chairs:
 - Refunds at registration – thru PayPal
 - Vendors
 - Souvenirs
 - Ticket exchange – Demo/HOC
 - Banquet tickets - BlueSkyz
 - Shop owner breakfast - BlueSkyz
 - Shoppers pass/cake room passes sales
- Create training program for all ICES' parties to ensure understanding of the reaction protocols in case of a breach or hack.