

# Constitution of the UofSC CyberSecurity Club

## Preamble

We, the students of the University of South Carolina, in order to promote the education and applicable experience of prospective information technology professionals, particularly with regards to the topics of cyber security and information assurance, do hereby ordain and establish this constitution.

## Article I: Name

The official title of the organization shall be the *Cyber Security Club*.

## Article II: Mission

The mission of the Cyber Security Club is to raise awareness of the importance of cyber security and to educate our members in the practice thereof. The Cyber Security Club seeks to accomplish this mission by holding regular club meetings during which security related topics will be discussed, as well as taking part in cyber security competitions.

## Article III: Membership

### Section 1

Membership in Cyber Security Club shall be limited to persons officially connected with the University of South Carolina, Columbia as faculty, staff, or students. Students enrolled in the spring semester under the above conditions who have pre-registered for the fall semester, as well as students enrolled in summer classes, are eligible for summer membership.

### Section 2

The University of South Carolina does not discriminate in educational or employment opportunities or decisions for qualified persons on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation or veteran status.

### Section 3

Membership shall be open to all University of South Carolina students and must comply with federal laws prohibiting discrimination on the basis of race, color, sex, gender, disability, age, sexual orientation, national or ethnic origin, political, veteran or religious affiliation/status. Compliance with these laws means that membership, benefits, and the election of officers will not be made on the basis of these factors.

### Section 4

A person shall be considered a core member if they have paid the dues required for the year, which shall be established in the first week of every semester of the club's operation. General membership is open to anyone, regardless of whether they pay dues, but certain activities and benefits will be limited to core members only

## **Section 5**

The organization and its members shall abide by all applicable laws of the state of South Carolina and the United States.

## **Section 6**

The organization and its members shall abide by all applicable rules and regulations of the University of South Carolina, and under privileges as granted by its governing bodies.

## **Section 7**

Members of this club may be exposed to information and techniques that can be used in disruptive, unlawful, and unethical ways. Members are expected to maintain the highest ethical standards and may be required to sign a code of ethics statement upon joining the club. Members found to be acting in an unethical, unlawful, or deliberately disruptive manner may be expelled from the Cyber Security Club.

# **Article IV: Officers and Terms of Office**

## **Section 1**

Any core member of Cyber Security Club can become an officer if they are elected at the annual elections and can only hold one position at a time. Any student seeking to hold or holding office must maintain the cumulative GPR requirement for graduation and remain in good standing in their respective college. The officers of this organization shall be:

- (a) President – The President shall preside at all club and executive meetings. It is the responsibility of the President to conduct all meetings impartially and to protect each member's rights. Other responsibilities of the President shall include the following duties:
  - 1. Attending all club and executive meetings.
  - 2. Opening meetings at the time at which the organization is to meet.
  - 3. Announcing upcoming events, topics, and activities at the onset of every meeting.
  - 4. Stating and putting to vote all questions concerning the future of the club and its activities, and announce the result of the vote.
  - 5. Making executive decisions in the case of a tie vote.
  - 6. Other responsibilities, powers, and duties as may be assigned to their position by this constitution, by vote of the membership, or governing bodies of the University of South Carolina.
  - 7. Maintaining this organization in good standing with the University of South Carolina via communication with the necessary University entities.
  - 8. Appointing or calling for a vote for the position of team captain for any competitions that require such a position. However, the club Advisor has the right to call for replacement of any team captain found to be not suitable.
  - 9. Working closely with the other governing members to plan and organize club events, topics, and practice sessions.
- (b) Vice President – The Vice President, in the absence of the President, or should the President prove unable or unwilling to perform the duties described above, shall assume the responsibilities of the President. Other responsibilities of the Vice President shall include the following duties:
  - 1. Attending all club and executive meetings.
  - 2. Consulting with the President on all matters and performing duties that may be assigned by the President when needed.

3. Working closely with the other governing members to plan and organize club events, topics, and practice sessions.
  4. Organizing official recruitment events and fundraisers to reach out to the students at the University and recruit new members to the organization.
  5. Finding events such as competitions, seminars, conferences, and/or any educating or motivating event for the members of the Cyber Security Club to participate in.
- (c) Treasurer – Responsibilities of the Treasurer shall include:
1. Attending all club and executive meetings.
  2. Coordinating with the vice president concerning the organization of fundraising events.
  3. Collecting dues every semester from the members of the club.
  4. Keeping a record of all club transactions and the current balance of the club funds.
  5. Coordinating with governing bodies concerning the allocation of funds for club events
- (d) Secretary – Responsibilities of the Secretary shall include:
1. Attending all club and executive meetings.
  2. Arranging for reservation of suitable rooms and meeting places.
  3. Attending club meetings and maintaining a record of topics discussed therein.
  4. Providing to the CTO information or media to be posted to the web site when necessary
  5. Acting as a record keeper of all events in which the club participates, including filing any documentation provided at team events.
  6. Keeping a record of active members and taking attendance at every meeting.
  7. Working with the treasurer to keep a record of the core members in good standing.
  8. Coordinating with the CTO to maintain a record of all privileged account credentials for services hosted on club machines.
- (e) Chief Technology Officer – Responsibilities of the CTO shall include:
1. Attending all club and executive meetings.
  2. Maintaining the club servers, with responsibilities including but not limited to:
    - i. Maintaining images installed on the servers for club practice.
    - ii. Handling the restoration of services in the event of an outage.
    - iii. Keeping a record of machines, services, and networking information.
    - iv. Providing/revoking access and permissions to core members as needed.
    - v. Working with the Advisor and university entities to keep the practice environment and servers safe.
- (f) Webmaster – Responsibilities of the Webmaster shall include:
1. Attending all club and executive meetings.
  2. Maintaining and updating the content on the club website at [usccyber.org](http://usccyber.org).
  3. Handling any external club inquiries made through the website.

## Section 2

Officers may be removed with a two-thirds (2/3) vote of the core members. The officer in question must be notified of the vote of removal at least one (1) week in advance and shall have the opportunity to speak before the core members prior to the vote.

## **Article V: Advisors**

The club shall have a faculty or staff Advisor who will settle disputes amongst board members (such as, but not limited to, election issues), offer guidance as they see fit, and attend any club events that they wish. The Faculty/ Staff Advisor must be selected from full-time faculty or administrative staff members at the university.

The Advisor shall work with departmental and university systems staffs to facilitate a safe practice environment for the Cyber Security Club. The Advisor will act as the liaison for university entities in regards to problems with or misuse of the practice environment and servers.

## **Article VI: Executive Board**

The Executive Board of the Cyber Security Club shall be composed of the President, Vice President, Treasurer, Secretary, Chief Technology Officer, the Advisor, and any appointee deemed appropriate by the President.

## **Article VII: Officer Elections**

### **Section 1**

The President, Vice President, Treasurer, Secretary, and the Chief Technology Officer of the organization shall be elected by simple majority vote by the core members. These officers may not be appointed, except in the case of the club's first year of operation, or under circumstances where there is a genuine need for such action, such need being determined by the Advisor.

### **Section 2**

The officer elections will be done annually every Spring semester and the newly elected officers shall take office fifteen (15) days prior to the end of the semester.

### **Section 3**

All of the Executive Board members shall be present at the officer elections; otherwise, the election will be postponed until another date. The President can act as the tie-breaking vote as needed. The election can only be repeated if a majority of the core members believe that it is necessary to do so.

### **Section 4**

In the event that an officer leaves the Cyber Security Club before their term has expired, the Advisor, at their discretion, may either determine that a replacement should be appointed or that a mid-term election may be held.

## **Article VIII: Meetings**

### **Section 1**

Regular meetings of the Cyber Security Club shall be held every week. The day of the week for the weekly meetings shall be decided by the President within the first two (2) weeks of each semester and will not be changed thereafter unless 50% of the general body find the time disagreeable.

## **Section 2**

Quorum for the weekly meetings of the Cyber Security Club shall consist of at least 30% of the members of the general body, and at least 1-2 members of the executive board.

## **Section 3**

The basis of learning for the organization shall be an open forum, where presentations may be given by any member of the organization, and discussion of the topics is encouraged.

## **Section 4**

Meetings outside of the regular weekly meetings may be held for topic discussion and practice.

## **Section 5**

While regular weekly club meetings will be open for anyone to attend, special meetings or events may be restricted to core members of the club. Participation in team competitions will be restricted to core members.

## **Article IX: Recruitment**

It shall be the duty of all governing members to take part in active recruitment of new members to the club, and participate in advertising the club to the student body.

## **Article X: Finances**

It shall be the responsibility of the Treasurer to maintain the finances of the club. The funds will be kept in a secure location as decided upon by the executive board, and shall only be expended for use by the club for its benefit.

## **Article XI: Constitutional Amendments**

The constitution may be altered, if an alteration is deemed necessary, by all members of the executive board, and such alteration must be ratified by the same board by a unanimous vote before taking effect. The proposed changes will be distributed to the core membership at least one full week prior to the final vote for feedback, comments and discussion.