The Constitution of the Student Infosec Team

## 

## **Article I—Organization Name**

The name of this organization shall be called Student Infosec Team. The organization may also refer to itself as The Student Infosec Team, The Student Infosec Team of Florida Poly, or as The Student Infosec Team of Florida Polytechnic University.

## 

## **Article II—Mission and Goals**

Section 1: Mission

The mission of the Student Infosec Team is to provide students at Florida Polytechnic University with opportunities to meet and collaborate with other students on Information Security and Information Security related tasks.

Section 2: Goals

The Student Infosec Team will prepare students for jobs in industry by equipping them with industry relevant skills and emphasize professional collaboration.

We believe that these values are core to the success of our members and are vital for each member to uphold in fulfilling the mission and goal of the Student Infosec Team.

Respect: We believe in considering the viewpoints of other members and will not personalize attacks on an idea or a concept.

Community: We believe that peer to peer collaboration is important for the growth of our members and will be an integral part of our official activities.

Liberty: We believe that each member has the right to pursue their own passions within programming as well as develop themselves in other ways outside of the Student Infosec Team.

Creativity: We believe that each member has the ability to contribute valuable ideas and encourage our members to think of new solutions to old and new problems.

Initiative: We believe that each member should be empowered to deliver solutions and encourage all members to take charge where problems arise and are not addressed.

Integrity: We believe that truthfulness and honesty in work and communication is integral to the professional development and effective collaboration of our members.

Unity: We believe that each member has liberty to code as they wish, but that it is critical for members to abide by team standards and conventions on projects internally and externally. Any collaboration with other organizations will be done under this set of values and members should treat members of other organizations with the same respect and professionalism that would be expected of them internal to the Student Infosec Team.

Section 3: Governing Authority

All activities and functions of the organization must be legal under University, local, state, and federal laws. The most recent version of the constitution will supersede all requirements set forth during the creation and revision of this constitution. Within this constitution, a majority shall be defined as “more than 50%.”

**Article III—Membership**

Section 1: Membership Statement

Membership in this organization is limited to any student who is paying Activity and Service Fees and is currently and/or continuously enrolled at the Florida Polytechnic University. No discrimination shall be made on the basis of race, color, religion, sex, national origin, age, disability, marital status, sexual orientation, gender identity, gender expression, or veteran status. Hazing will not be allowed as a condition of membership in this organization.

Section 2: Additional Membership Requirements

Members must attend a minimum of three meetings with no project contributions, or at least one member meeting with a project contribution. Git commits to Student Infosec Team projects from accounts associated with a Florida Polytechnic Student will be considered “project contributions.”Together with Article III, Section 1, these additional requirements define what it means to be an “active student member.” Members recognize that not attending a meeting with voting activities can disclude them from representation, except in the case of an absentee system implemented for a given meeting with voting activity.

Section 3: Recruitment

Recruitment shall take place throughout the year and membership is open at all times.

Section 4: Voting Rights

Active student members are eligible to vote. See Section 2.

Section 5: Revocation of Membership

Membership may be revoked without mutual agreement for non-participation, misconduct, or violations of any provisions of the Constitution. The member will be notified in writing of the possible revocation at least 48 hours prior to the vote and will be allowed to address the organization in order to relate to members any relevant defense prior to the voting for removal. Membership can only be revoked upon a 2/3 affirmative vote of active student members.

Section 6: Reinstatement of Membership

Membership may be reinstated after one full semester has passed. The former member may submit a request for reinstatement to the President. At the next membership meeting, the organization must vote on the reinstatement request. Membership may be reinstated by a 2/3 affirmative vote of active student members.

### 

### 

### **Article IV—Officers**

Section 1: Eligibility

Potential officers must meet three minimum eligibility requirements of active student membership (Article III, Sections 1 and 2). All officers of the organization shall possess (at the time of election and during their term) at least the minimum requirements regarding enrollment hours, GPA, academic and disciplinary standing, and financial and disciplinary holds to serve in a leadership position, as stated in the most recent version of the Student Handbook of Florida Polytechnic University. Officers who do not meet these requirements during their term shall be resigned or removed.

Section 2: Officer Requirements

Officers must attend at least one meeting every week for 75% of all weeks when meetings are held. Excused absences must be expunged by a ⅔ or greater affirmative vote of officers.

Section 4: Titles and Duties

The officers of this organization shall include a President, Vice President, Treasurer, *and* Secretary*.* No officer will be permitted to hold more than one officer position at a time, unless appointed to an interim position as per Article VI, Section 3.

The President shall:

● Supervise and coordinate the activities of the organization.

● Preside over all meetings and call all meetings to order.

● Maintain communication with the Office of Student Involvement and ensure that all

paperwork is current.

● Be one of three signers on financial documents.

● Be responsible for creating a budget at the beginning of each fall and spring semester, in

conjunction with the Treasurer.

● Ensure that all officers are familiar with this Constitution, via a review to happen within

one month of officer installation.

● Ensure that all officers are performing their duties as defined in this Constitution.

● Keep advisor informed of activities and functions of the organization.

● Be familiar with the Student Handbook regulations as they relate to student organizations

and communicate them to the organization as needed.

● Provide all documents and records pertaining to their responsibilities to the newly-elected

President.

● Assign special projects to officers.

The Vice President shall:

● Assist the President in their duties.

● Assume the President’s responsibilities in their absence.

● Coordinate all conferences.

● Keep accurate records of all meetings in the Secretary’s absence.

● Plan and be responsible for all retreats and training of the organization, or delegate this

responsibility to a committee chair approved by the President.

● Perform an audit of all financial transactions of the organization once per semester.

● Provide all documents and records pertaining to their responsibilities to the newly-elected

Vice President.

● Assist in special projects as assigned by the President.

The Treasurer shall:

● Keep an accurate account of all funds received and expended.

● Present a budget report of deposits and expenditures to the membership at least once per

month, and as requested by the President, Vice President, advisor, or Division of Student

Affairs.

● Be one of three signers on financial documents.

● Be responsible for creating a budget at the beginning of each fall and spring semester, in

conjunction with the President.

● Provide financial records sufficient to allow the Vice President to perform audits.

● Provide all documents and records pertaining to their responsibilities to the newly-elected

Treasurer.

● Assist in special projects as assigned by the President.

The Secretary shall:

● Notify members of meetings via e-mail and/or telephone at least 48 hours in advance.

● Keep accurate minutes and records of all meetings.

● Maintain accurate list of members and their contact information.

● Prepare the organization’s Update Form to submit to DSA at the beginning of each

semester, and when there are changes in organizational information over the course of the

semester.

● Take attendance at all meetings and maintain an attendance record.

● Prepare ballots for elections.

● Check eligibility for potential officers, prior to annual elections.

● Keep copy of constitution and have available for members.

● Provide all documents and records pertaining to their responsibilities to the newly-elected

Secretary.

● Assist in special projects as assigned by the President.

Committee Chairs

● Provide all documents and records pertaining to their responsibilities to the newly-elected

committee chairs of their corresponding committee.

● Assist in special projects as assigned by the President.

Section 5: Voting Rights

All officers shall retain voting rights; however, the President shall only vote in the case of a tie, with the exception of officer elections.

Section 6: Term of Office

The length of term of office shall be no longer than one year.

### 

### 

### **Article V—Selection of Officers**

Section 1: Announcement of Elections

The President shall, at least one meeting prior, announce the date of the upcoming nominations and elections. They shall also state the eligibility criteria (as defined in Article IV, Section*s* 1 *and 2*) and that all active student members interested in running for an office should bring written proof of eligibility to the nominations/elections meeting.

Section 2: Nomination Process

The nomination of officers shall occur each academic year at the membership meeting held in *February* only, *March* only, or *April* only. One of the officers not running for office (preference determined by the order listed in Article IV, starting with the President) shall facilitate the nomination and election process at this meeting. If this is not possible, the facilitator will be selected by a majority vote of active student members.

Any active student member present may nominate someone or themselves for office by verbally nominating the individual during this procedure. However, the nominee must be considered eligible for an officer position (as defined in Article IV, Sections 1 *and 2* as verified by the Secretary). Absentee/proxy ballots are not permitted in the nomination process.

Section 3: Election Process

The election of officers shall occur at the membership meeting held annually in *February* only, *March* only, or *April* only. The order of elections shall be: President, Vice President, Treasurer, and Secretary *(*Sergeant at Arms*, if applicable)*. The organization may not proceed to the election of the next officer until the current one has been resolved.

The nominated candidates for each office will be given a chance to address the organization to discuss their qualifications and reasons why they should be selected to that office. Candidates will speak to the organization in alphabetical order by last name. Once each candidate for that office has had the opportunity to speak, all active student members present (minus the nominations/elections facilitator described in Section 1 above) will have the opportunity to vote by secret ballot. Absentee/proxy ballots are not permitted in the election process.

The nominations/elections facilitator will tabulate all votes immediately, in the presence of the organization. A candidate shall be elected by a majority of all votes cast by active student members. If no candidate receives a majority of votes, the top two candidates will immediately enter into a run-off election. In the event of a tie, the nominations/elections facilitator shall cast a vote to break the tie.

The nominations/elections facilitator will announce the new officer and ask if any active student member contests the count. If no active student member contests the count, the new officer shall take office as per Article V, Section 4. If an active student member contests the count, each candidate may select an active student member to supervise the recount. The nominations/elections facilitator will immediately recount all votes in the presence of the selected representatives. Once an officer is confirmed, the organization will proceed to elections for the next officer.

Section 4: Installation of Officers

Newly elected officers shall take office immediately following the membership meeting in *April* and their term will end immediately following the membership meeting the next *April*. Current officers should assist in the transition and training of the officers-elect, from elections until installation. A change in officer information should be reported to the Division of Student Affairs, via Update Form, within 10 school days of installation.

Section 5: Re-election

Any officer may be re-elected; however, not for more than two consecutive terms in the same officer position. Officers cannot reappoint themselves for a subsequent term, they must be re-elected as described in Article V.

**Article VI—Officer Vacancies**

Section 1: Removal of Officers

Leadership may be revoked without mutual agreement for non-participation, misconduct, failure to fulfill job duties, or violations of any provisions of the Constitution. The officer will be notified in writing of the possible removal from office at least 72 hours prior to the vote and will be allowed to address the organization in order to relate to members any relevant defense prior to the voting for removal. Any officer may be removed from office upon a 2/3 affirmative vote of active student members. The removed officer shall provide all documents relating to the organization and brief their replacement of current projects in their care.

Section 2: Resignation

Officers no longer wishing to serve on the board must submit their resignation to the President (or Vice President if the President is resigning) and advisor at least two (2) weeks in advance. Prior to the officer’s final day they shall provide all documents relating to the organization and brief their replacement of current projects in their care.

Section 3: Filling Vacant Officer Positions

In the event an officer (besides President) is removed or resigns, the remaining officers will decide if the position is to be filled. If it is to be filled, the nomination and election process as stated in Article V will take place at the next membership meeting. The officers may appoint an interim officer to serve in the vacant position until the next membership meeting.

If the President is removed or resigns, the Vice President will assume the role of President upon a majority confirmation of the remaining officers. If not confirmed, the position of the President will be filled as per the paragraph above.

The newly elected officers term shall end at the annual installation of officers in *April*. A change in officer information should be reported to the Division of Student Affairs, via Update Form, within 10 school days of the election.

**Article VII—Meetings**

Section 1: Membership Meetings

The membership should meet *at least once per month* during the fall and spring semesters. Meetings are open to those defined in Article III, Section 1, and officers (except the President, unless otherwise stated) and active student members (unless otherwise stated) are allowed one vote per motion. The quorum required to conduct business is a majority of the officers and organization’s active student members. Unless otherwise stated in this constitution, a motion is considered passed with a majority vote.

Section 2: Officer Meetings

The officers should meet *at least twice per month* during the fall and spring semesters. Meetings are open to those defined in Article III, Section 1, and officers (except the President, unless otherwise stated) are allowed one vote per motion. The quorum required to conduct business is a majority of the officers. Unless otherwise stated in this constitution, a motion is considered passed with a majority vote.

Section 3: Calling Meetings

The President will be in charge of calling meetings and the Secretary will be responsible for notifying all members and/or officers at least 48 hours in advance, by e-mail, direct message, carrier pigeon, and/or telephone. A majority vote of the officers or active student members may also call a meeting.

Section 4: Meeting Procedure

The President shall use their discretion as to the manner and process in which they preside over meetings.

**Article VIII—Advisor**

Section 1: Selection

The advisor shall be selected by the officers. To be eligible to serve as the advisor, the person must be a contracted Florida Poly employee (faculty or A&P), as defined by Human Resources.

Section 2: Role and Authority

The advisor shall serve as a mentor to the organization, providing guidance to the officers and members in the development and implementation of programs and activities, as well as Florida Poly policy and procedure. Additionally, the advisor will monitor expenditures of the organization. The advisor has no voting rights. The advisor must be willing to obtain an appropriate level of experience, resource information, and knowledge related to the mission, purpose, and activities of the organization.

Section 3: Length of Term

The advisor has no term limit as long as they remain a contracted Florida Polytechnic University employee.

Section 4: Removal and Replacement of Advisor

The advisor will be notified in writing of the possible removal at least 72 hours prior to the vote and will be allowed to address the organization in order to relate to members any relevant defense prior to the voting for removal. Upon a majority vote of active student members, the advisor will be removed from their duties. In the event that an advisor is removed or resigns, a new advisor shall be elected within 15 school days. A change in advisor information should be immediately reported to the Office of Student Involvement, via Update Form.

**Article IX—Finances**

Section 1: Membership Dues

There are no membership dues.

Section 2: Budget Approval

The Treasurer (in conjunction with the President) shall create a budget for the fall and spring semesters. The officers and active student members must approve the budget within the first month of each semester. New expenditures, above $30, not approved in the semester budget must be approved by a vote of the active student members.

Section 3: Financial Authority

For the protection of the organization and its officers, it is required that two authorized persons approve all monetary transactions. Only the President, Treasurer, and Advisor can be signers with the organization’s financial institution. Organizational funds may be spent on items such as office supplies, events and activities, publicity, travel expenses, and conference fees, but will not be used for anything illegal under University, local, state, and federal laws. All funds must be deposited within 24 business hours after collection.

Section 4: Officer Transition

It shall be the responsibility of all account signers to change contact information, as well as assist in the update of new account signatures with the organization’s financial institution after each election. In addition, it is the outgoing Treasurer’s responsibility to compile and present all banking documents and information about the previous and current budget to the new Treasurer.

Section 5: Dissolution of Organization

In the event that the organization ceases to exist, any funds not allocated from the Student Government Association budget remaining in the organization’s account shall be donated to:

*The Free Software Foundation*

Section 6: Fundraised Assets

Fundraised assets shall not be used to benefit any single individual and are deemed property of the club.

**Article X – Committees**

Committees may be formed by a vote of officers or active student members. At the time of formation, the process for committee member selection, chair selection, and committee and chair responsibilities must also be approved. Committees may be dissolved by a vote of officers or active student members.

**Article XI—Publications and Advertising**

Section 1: Compliance

All graphics and publicity of the organization must comply with the Student Handbook, Event Policies, other building guidelines, and the Florida Polytechnic University Marketing Graphic Standards.

Section 2: Approval

The Secretary and President must unanimously approve all graphics and publicity (e.g., shirts, flyers, and other forms of advertising/marketing) prior to duplication and distribution.

**Article XII—Ratification, Clauses, and Empowerment**

Section 1: Ratification

This constitution will become ratified by a 2/3 approval of the officers of the organization.

Section 2: Student Organization Clauses

Universal Rules Clause:

The student organization Student Infosec Team agrees to abide by the Student Organizations Committee – Registered-Student-Organization-Universal-Rules document.

Student Organizations Committee Interference Clause:

The student organization Student Infosec Team agrees that the Student Organizations Committee has the right to step in and solve, fix, or correct any e-board disputes/issues. Enactment of this clause is at the discretion of the Student Organizations Committee; However, this can be overruled by the Student Government Senate.

Section 3: Empowerment

This constitution will take effect only after it is approved by the Student Government Association and Department of Student Affairs.

**Article XIII—Risk Management**

Section 1: General

The organization will follow all risk management guidelines and procedures as provided by Department of Student Affairs or other university entities, in regards to organizational activities, event planning, and group travel. Additionally, officers of the organization will continually review organizational procedures in attempt to minimize any potential risks.

**Article XIV—Amendments**

Amendments to the constitution must be proposed in writing to the President. The amendment must then be presented to the organization during a membership meeting and should include a full explanation and/or rationale for the amendment. The amendment must be voted on at the following membership meeting and approved by a 2/3 affirmative vote of active student members. All amended constitutions must be submitted to the Office of Student Involvement within two school weeks. The amendment shall not take effect until approved by the Office of Student Involvement.

**History of Constitution**

Created: February 20, 2019