

University of Maine at Augusta
Cybersecurity Club
Constitution & Bylaws
July 2018

CONSTITUTION

Article I: Name of the Organization

The name of this organization shall be the University of Maine at Augusta (UMA) Cybersecurity Club. The responsibility and authority inherent to the Cybersecurity Club shall be defined in this Constitution, Bylaws and in University policy.

Article II: Purpose

It shall be the purpose of the Cybersecurity Club to provide students with an opportunity to pursue cybersecurity topics and activities that will support and enrich their education. Activities include events on and off campus, as well as work in the community. Functions include to:

- a. provide programs representative of fundamental and current professional interests and concerns; which aid in the development of one's professional role
- b. influence cybersecurity education and practice through legislative activities as appropriate;
- c. represent cybersecurity students to institutions and other organizations (i.e. workshops/conferences, school outreach);
- d. promote and encourage students' participation in interdisciplinary activities;
- e. promote and encourage recruitment efforts, participation in student activities, and educational opportunities regardless of a person's race, ethnicity, color, creed, gender, age, lifestyle, national origin, or economic status; and
- f. promote and encourage collaborative relationships with other professional organizations in the state and nation.

Article III: Membership

Membership in the Cybersecurity Club is comprised of currently enrolled University of Maine at Augusta (UMA) students.

Article IV: Executive Board

The Executive Board must be comprised of a President, Vice President, and Treasurer/Secretary. Students must be in good standing, having at least a 2.0 GPA. During the first year of the Cybersecurity Club, the students attending the first meeting will vote on the Executive Board officers. After the first year of existence, a student who has attended at least one meeting during the prior year may be eligible

for a position on the Executive Board. Duties and responsibilities of the Executive Board will be determined as outlined in the Bylaws.

Article V: Faculty Advisor

A faculty member of the Cybersecurity program will serve as the Advisor. The responsibilities and duties of the Advisor are:

1. ensure compliance with the policies of the Cybersecurity Club and the University
2. attend and monitor general and executive meetings and events to ensure they are conducted effectively
3. provide guidance to executive officers to meet their responsibilities, and provide information and guidance for financial planning
4. serve as a resource and liaison for planning, implementing and evaluating all Cybersecurity Club functions and activities

Article VI: Meetings

Section 1: The Cybersecurity Club will hold a minimum of 2 meetings each semester, excluding the summer session. Meetings shall be scheduled at the discretion of the Advisor and Executive Board. All meetings must be posted to membership at least seven (7) days prior to each regular meeting.

Section 2: A quorum of at least three members, including at least one officer, must be present in order for the Cybersecurity Club to conduct business. No business may be conducted if at any point in the meeting the attendance falls below the number required to meet quorum.

Section 3: Each member of the Cybersecurity Club has the right to vote on all business matters on the table for discussion, except the President. The President will cast the deciding vote or ballot in the event of a tie. Proxy voting is not allowed.

Section 4: Ad Hoc committees may be formed by the Executive Board and by general membership as needed to accomplish committee goals. Ad Hoc committees will report to the Executive Board.

Article VII: Ratification

The requirements for adopting this Constitution and Bylaws are as follows:

1. A committee of no less than three shall be established by appointment of the Advisor
2. The committee will then make a recommendation to adopt the Constitution and Bylaws to the Executive Board
3. With approval of at least two-thirds of the Executive Board, the Constitution and Bylaws will be posted for fifteen days for review by the Cybersecurity Club membership.
4. Following fifteen days of review and a seven day advance notice of the reading of the Constitution and Bylaws at a regularly scheduled meeting, attending members will vote on the adoption.

5. Adoption will take place with a two-thirds majority vote of the current members present. Upon final approval of the General Assembly (GA) and the Dean of Students, the Constitution and Bylaws will be in effect.

Article VIII: Amendments

The Constitution and Bylaws may be amended by a two-third majority vote of the Cybersecurity Club membership present at any meeting. Proposed amendments shall be introduced to the general membership by a member of the Executive Board only. A notice must be issued to members two weeks prior to voting. Notification of amendment will be sent to the Government Association not more than two (2) weeks after the vote. Upon final approval of the Government Association (GA) and the Dean of Students, the amended Constitution and Bylaws will be in effect.

BYLAWS

Article I: Membership

Any enrolled University of Maine at Augusta student that is interested in the cybersecurity field (including security analysis, information assurance, digital forensics, intelligence, and cyber defense) is eligible for membership in the Cybersecurity Club.

Article II: Officers

Section 1: The officers of Cybersecurity Club shall be President, Vice President, Treasurer/Secretary.

Section 2: Any Cybersecurity Club member wishing to run for an office must be currently enrolled. Elected executive officers serve a one (1) year term. Elected officers will begin their term the day after commencement. There will be no limit to the number of terms a member for the Executive Board can serve. Members may self-nominate.

Section 3: Duties of Officers

a. The responsibilities and duties of the President are to:

1. preside at all meetings of Cybersecurity Club
2. prepare and circulate agenda with executive committee for all scheduled meetings
3. appoint volunteers and special committees
4. serve as ex-officio member of all committees, except the nominating committee
5. assume treasury responsibilities in the absence of the treasurer
6. attend or delegate attendance at General Assembly (GA), Student Government Association (SGA), and Student Association (SA)
7. maintain communication with the membership, the Advisor; and any other organization with which Cybersecurity Club is affiliated
8. preside over Cybersecurity Club elections
9. submit annual report to the Advisor

b. The responsibilities and duties of the Vice President are to:

1. assume the duties of the President in the absence of the President
2. review/revise annually Cybersecurity Club Constitution and Bylaws
3. explore and implement community service opportunities available in the local and regional areas
4. arrange for guest speakers, refreshments, location, publication, and anything else needed for the monthly meetings

c. The responsibilities and duties of the Treasurer/Secretary are to:

1. act as custodian of Cybersecurity Club funds
2. be responsible for maintaining, handling, and reporting a true record of all Cybersecurity Club accounts
3. present a financial report at each regularly scheduled Cybersecurity Club meeting
4. initiate the annual audit procedure prior to the May meeting
5. maintain accurate minutes of all Cybersecurity Club executive board meetings and general meetings; distribute electronic minutes to the membership and Advisor one-week prior to the next scheduled meeting
6. be responsible for all official communication and correspondence related to Cybersecurity Club activities.

Article III: Nominations and Elections

A Nominating Committee shall consist of the Vice President (Chair), the Treasurer/Secretary. The committee shall obtain nominations for all offices and roles. A call for nominations from the membership will take place in the March general meeting, with all nominations due by the end of March. The officers shall be elected by the voting membership. Voting shall occur the first week in April by electronic ballot, with a majority vote required for election. Election results will be announced at the April general meeting. Any tie votes shall be put to a re-vote by the membership.

Article IV: Executive Board

The executive board shall consist of all elected officers. All the powers of Cybersecurity Club are vested in and shall be exercised by the executive board during meetings, with exception, the executive board shall not nullify nor modify any action taken by the voting body at the monthly meetings, and subject to the provision of these bylaws. The executive board shall not be responsible for any contract, claim, or obligation of any kind incurred, nor for any position taken by any officer or member of Cybersecurity Club unless the same was duly authorized in writing by the executive board.

Section 1: Vacancy

In the event that a vacancy occurs or a member of the executive board can no longer fulfill their duties, the members of the Cybersecurity Club will hold a vote to fill the position. Solicitation of members to fill those positions must begin immediately after they are vacated. A vote will be scheduled two weeks after

notification to membership. Any party nominated for the vacant position must be voted into the executive board by a simple majority vote of the membership in attendance.

Section 2: Dismissal

Any member of the Executive Committee may be removed from their position for violation of Cybersecurity Club and/or UMA policies. Officers subject to removal have the right to participate in the debate over their removal from office, and have the right to appeal any decision of removal. The officer may then be reinstated by a two-thirds vote of approval by the members.

Article V: Meetings

All meetings will be held on-campus and through the use of video-conferencing.

Section 1: All members have an open invitation to attend any Cybersecurity Club meeting or Executive meeting. All members shall be kept apprised of any Cybersecurity Club information or activities by the recording secretary.

Section 2: Executive meetings of the Cybersecurity Club shall be held at least once per month during the academic year, and as scheduled by the executive board. Other meetings will be scheduled on an as needed basis.

Section 3: General membership meetings of Cybersecurity Club shall be held monthly from September through May. General meetings shall be for the purpose of carrying out the business of Cybersecurity Club. Notice, cancellation, or postponement of a meeting shall be given to membership one (1) week prior to the meeting. The privilege of making motions and voting shall be limited to the membership. A voting member shall have but one vote in any election or on any motion. All meetings of Cybersecurity Club shall be open unless voted otherwise by the membership.

Section 4: A quorum of at least three members, including at least one officer, must be present in order for the Cybersecurity Club to conduct business. No business may be conducted if at any point in the meeting the attendance falls below the number required to meet quorum.

Section 5: Ad Hoc Committees will meet as deemed necessary by the respective membership to accomplish committee goals.

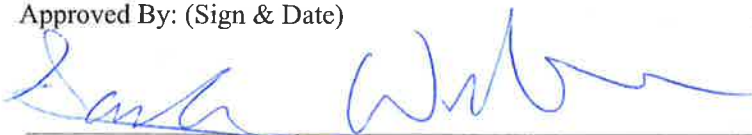

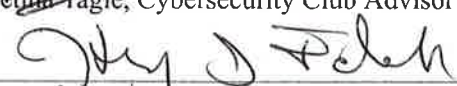
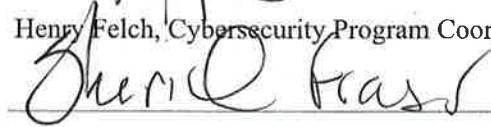
Article VI: Finances

An annual budget will be prepared by the Treasurer, approved by the executive board, and ratified by the general membership. Funds may also be sought from the UMA Student Government Associations (SGA) and Student Association (SA), subject to their approval. All budgetary transactions must be voted on at a general meeting, with a majority vote to gain approval. All expenditures must have written approval by the Treasurer and Advisor. In the absence of the Treasurer, the Vice President will be responsible for the Treasurer's responsibilities including reporting the budget to the Advisor.

Article VII: Hazing

In accordance with the policies of the State of Maine and the Board of Trustees of the University of Maine System the injurious hazing of any student enrolled in the University of Maine at any campus location is prohibited. This organization or its members shall not create, or permit to exist, any situation that recklessly or intentionally endangers the mental or physical health of a student enrolled in the University of Maine System. If this organization violates these rules it shall lose all right to conduct activities in the University of Maine System and all benefits of affiliation with the University of Maine System. Any student member, whose conduct violates these rules, shall be subject to suspension, expulsion, or other appropriate disciplinary action through the University of Maine System Student Conduct Code.

Approved By: (Sign & Date)

	10/11/2018
Samantha Wilkins, Cybersecurity Club President	
	10/11/2018
Betina Tagle, Cybersecurity Club Advisor	
	Oct 1, 18
Henry Felch, Cybersecurity Program Coordinator	
	10-02-18
Sheri Fraser, Dean of Students	