

# Charter for Cybersecurity at the University of California, Riverside (Cyber@UCR)

Version of March 10th, 2017

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## Article I

# Organizational Identity

## 1 Organizational Name

The organization will be formally known as Cybersecurity at the University of California, Riverside. It may be referred to in shorthand as "Cyber@UCR."

## 2 Organizational Purpose

The mission of Cyber@UCR is the advancement of cybersecurity education at the University of California, Riverside through: - Organizing teams to represent UCR at cybersecurity competitions - Advocating for the use of secure design principles in engineering - Raising awareness of topics related to information security - Promoting the professional development of students interested in security-related careers - Forming faculty and community partnerships for the advancement of information security awareness - Advancing the ethical study of cybersecurity

## 3 Historical Acknowledgements

Cyber@UCR was formed as a joint project between chapters of the Institute for Electrical and Electronics Engineers (IEEE) and Association for Computing Machinery (ACM) at the University of California, Riverside (UCR). This charter incorporates the original joint committee for cybersecurity between those two organizations into a single club.

## Article II

# Membership

Membership shall be extended to any student of the University of California, Riverside. Members will fall into three general categories: General Members, Alumni Members, and Faculty / Staff Advisor.

## 1 Nondiscrimination Clause

Active membership of this student organization shall be chosen without discrimination on the basis of race, religion, sex, sexual orientation, color, disability, national origin, age, or marital status, except in cases of fraternity and sorority

organization which are exempt by federal law from Title IX regulations concerning discrimination on the basis of sex. Active membership should also be composed of at least 50% UCR Students (undergraduate or graduate).

## **2 General Members**

A General Member is any registered member who is an enrolled, active student at UCR. This may be any undergraduate or graduate student currently pursuing an academic credential at UCR.

## **3 Alumni Members**

An Alumni Member is any registered member who is an alumnus of the University of California, Riverside. These members may not vote in General Elections, nor be elected as Officers. They are to be welcome, where appropriate, at all gatherings of the organization, and may be invited to share personal and professional experiences as speakers.

## **4 Faculty and Staff Advisors**

A Faculty or Staff Advisor is any member of UCR's faculty or staff who is registered with the organization and provides instructional or logistical support.

## **5 Founders**

Founding members of Cyber@UCR, who helped initially build the organization, are accorded special status within the membership. These are defined as the original eleven members of the 2016 Western Regional Collegiate Cyber-Defense Competition team, and a listing of those names is provided as an addendum.

## **6 Definition of "Registered."**

The Club Secretary will maintain the Roster of registered members, and will decide the registration status of individual participants. Standards to maintain registration, such as payment of dues or attendance requirements, must be agreed upon by a majority of the Board and applied equally to each person in a membership category.

## Article III

# Officers

The club's Board shall consist of these officers

- President
- Vice President
- Secretary
- Treasurer
- Outreach Director
- Ethics Director
- Team / Project Leaders
- Graduate Student Advisors
- Faculty / Staff Advisors

## 1 Requirements for Service

All officers shall be in good academic standing (not on academic probation, etc).

All officers shall be General Members.

Members who hold an officer position in another campus organization shall not be eligible to serve as President, Vice President, Secretary, or Treasurer.

No provision of this Charter categorally bars graduate students from holding an officer position. However, where possible, undergraduate candidates should be preferred for these positions, with graudate students fulfilling an advisory role. In the absence of qualified undergraduate candidates, a graduate student may be elected through the normal process.

## 2 The President

The President is the executive head of the organization, and will be chiefly responsible for defining the organization's priorities and means for achieving the organization's objectives, as described by the Organizational Purpose in this Charter.

The President shall:

- Nominate leaders for cybersecurity competitions. These leaders will be confirmed by a vote of the Board.
- Act as the spokesperson for the organization.

- Preside over meetings of the Board and General Members.
- Be one of three signers on any financial documents.
- Be the principal organizer for any conferences or meetings.
- Be the tiebreaker in any tied votes, and vote only in the case of a tie.
- Performs or delegates any task not covered in this Charter.

### 3 The Vice President

The Vice President directly assists the President in the execution of his or her duties, and performs the President's duties in his or her absence.

The Vice President shall:

- Carry out the duties of the President in his or her absence.
- Assume the role of the President in the event of resignation or other extended vacancy, until a new President is elected.
- Assist the President in his or her duties.

### 4 The Secretary

The Secretary is the organization's chief historian and record-keeper, maintaining documents and completing administrative tasks critical to the efficient operation of the Organization.

The Secretary shall:

- Maintain the Membership Roster.
- Maintain the organizational email address.
- Record minutes at meetings.
- Record the outcome of elections and voting.
- Act as the organizational historian.
- Secure meeting places.
- Maintain organizational files and oversees administrative affairs.



## 5 The Outreach Director

The Outreach Director is the organization's chief recruiter, and helps grow the membership of the organization by coordinating outreach events. This position also helps retention by planning social events.

The Outreach Director shall:

- Arrange social events.
- Coordinate tabling for the organization during club rush / fairs.
- Maintain the organization's public web presence.
- Be principally responsible for the organization's growth and recruiting efforts.

## 6 The Ethics Director

The Ethics Director and the Ethics Committee he or she oversees is the Organization's chief oversight. Cyber@UCR teaches skills that could easily be employed harmfully, and the Ethics Director is the first line of defense against member misconduct. As such, the Ethics Director is empowered and encouraged to question the ethics of decisions by the Board, and to vigorously combat unethical behavior by the organization's members. The Ethics Director should be an individual of high moral character.

The Ethics Director shall:

- Enforce the organizational Code of Ethics.
- Preside over ethics hearings.
- Recommend the dismissal of members who violate organizational and professional ethics.
- Refer violations of campus policy or applicable local, state, or federal law to the appropriate authorities.
- Educate members on the importance of and standards for ethical behavior.
- Act as ethical oversight for the rest of the organizations activities.
- Nominate members of an Ethics Committee, to number no more than one committee member per twenty-five active general members.

## 7 Competitive Team / Project Leaders

Competitive Team / Project Leaders are those people who lead Cyber@UCR sanctioned teams of students in cybersecurity competitions, or who lead special projects (such as organizing a specific, major hackathon). These Leaders may also hold other Officer positions. Those who are not already Officers are made members of the Board and afforded all the board voting rights of an officer. They may have more descriptive titles that better describe their function (such as "hackathon coordinator"). These positions last as only long as the project or competition they are associated with. If the project or competition rolls over into a new academic year, the appointee must be re-confirmed at the first board meeting of each new academic year.

Competitive Team / Project Leaders shall:

- Be a General Member
- Be responsible for outreach and advertisement of their specific Project or Competition.
- Manage volunteers or competitors participating in the Project or Competition.
- Ensure all appropriate paperwork, funding, and other administrative work associated with the Project or Competition is completed in a timely fashion.
- Where the event is a Competition, be appraised of all rules regarding the event.
- Where the event is a Competition, secure training.

## 8 Graduate Student Advisor

The Graduate Student Advisor is not a voting member of the Board, but is present to act in an advisory role. This is an informal role, and the Board may retain any number of Advisors as is deemed situationally appropriate.

## 9 Treasurer

The Treasurer shall:

- Collect dues.
- Maintain an accounting of the organization's budget and funding.
- Maintain financial accounts.
- Acts as a signer on financial documents.

- Maintain an inventory of all equipment held by the organization, and periodically verify the accuracy of the inventory.

## **10 The Ethics Committee**

The Ethics Committee shall consist of the Ethics Director plus an additional member per twenty-five registered general members. Members of the Ethics Committee are nominated by the Ethics Director and confirmed by a majority vote of the Board. Ethics Committee members who are not the Ethics Director may not vote in Board Elections. The Ethics Committee may consist exclusively of the Ethics Director where membership is small.

## **11 Unfilled Positions**

### **11.1 Normal Vacancies**

With the exception of ethical functions (the Ethics Director and the Ethics Committee), where an officer position is vacant, the President may delegate those functions to existing Officers or perform them on their own. Ethical functions must always remain independent of the rest of the Executive.

Where the Ethics Director position is vacant, a nominee must be selected by General Election at the earliest possible opportunity.

### **11.2 Removal of Officers**

Officers may be removed by an Ethics Hearing, as described in Article V, or by a vote of no confidence by a supermajority in a General Election. A motion for a vote of no confidence may be initiated by any General Member and must be seconded by another General Member.

Officers will be given one week notice prior to a no-confidence vote, and will be allowed to address the General Members before a vote is taken.

A Special Election of the general members will be called to elect a replacement officer within two weeks of the officer's date of departure from office.

### **11.3 Resignation**

Officers must give two weeks notice of their intention to resign, and then may resign their office. A replacement Officer may then be selected according to the requirements of that position on the effective date of their resignation, via the normal nomination and general election process. A Special Election of the general members will be called to elect a replacement officer within two weeks of the officer's date of departure from office.

## **11.4 Departing Officers**

Officers who depart must turn over any applicable records, keys, access codes, or other materials a successor should require. Departing Officers should meet with successors for at least one hour to facilitate a turnover of responsibilities. Incoming Officers must immediately change access codes or update any other access control mechanisms to prevent access to those systems by a predecessor.

## **12 Terms of Office, Nominations, Officer Elections**

Officers serve for one academic year. During the Spring Quarter of each academic year, the General Members will hold a General Election to select the next academic year's officers. The new Officers begin their terms on the final day of instruction of each Spring Quarter.

Any General Member in good academic standing and who has not been sanctioned by an Ethics Hearing in the previous year may announce their candidacy for an Officer position.

Any Officer may serve in that same office for two academic years.

## **13 Faculty Advisors**

The Faculty Advisors are faculty or staff members of the University of California, Riverside, who mentor the organization. This position does not have a term limitation. If the organization is without a Faculty Advisor, a new Faculty Advisor must be selected and approved by a simple majority vote of the Board within fourteen days.

Faculty Advisors do not participate in organizational elections.

A Faculty Advisor may be removed by a supermajority vote of the General Members. The Faculty Advisor must be notified one week in advance of a vote for removal, and must be given an opportunity to address the General Members prior to voting.

# **Article IV Elections**

## **1 Majorities and Quorums**

A simple majority is a consensus of at least 51% of eligible voters.

A supermajority is a consensus of at least two thirds (67%) of eligible voters.

An election is only valid if an appropriate quorum is established. A quorum is defined as: For General Elections, at least one third of the registered member-

ship. For Board Elections, at least three fourths of eligible officers. Founders who would not otherwise be eligible to vote are not counted when determining if a quorum exists.

## **2 General Elections**

General Elections are votes on issues cast by the entire General Membership. Eligible voters are those who are recorded as General Members by the Membership Roster maintained by the Secretary.

Modifications to this Charter must be passed as amendments by a supermajority vote of a General Election.

Founders shall always be allowed to vote in a General Election, for as long as they maintain membership in the organization and do not claim membership in other organizations with which Cyber@UCR competes. Founders who would not otherwise meet General Membership criteria are not counted when considering if a sufficient quorum exists.

## **3 Board Elections**

Board Elections are elections closed to organizational officers. Eligible voters are those officers defined in Article III. These are not to be confused with elections that determine who sits on the Board; Board members are confirmed by votes of the General Members (General Elections).

Passage of organizational Bylaws are conducted by simple majority of the Board. Founders shall always be allowed to vote in a Board Election, for as long as they maintain membership in the organization and do not claim membership in other organizations with which Cyber@UCR competes. Founders who would not otherwise be eligible to vote on the Board are not counted when determining if a sufficient quorum exists.

## **Article V**

# **Ethics**

## **1 Ethical Standards**

The Ethics Director shall maintain a Code of Ethics. The Ethics Director may alone propose changes to the Code of Ethics, which are then passed by a simple majority in a General Election.

## **2 Jurisdiction**

### **2.1 By Officers**

The Ethics Director and Ethics Committee investigates violations of ethics by club officers.

### **2.2 By Members of the Ethics Committee**

The President will investigate suspected ethics violations by members of the Ethics Committee, and assume the duties of the Ethics Director in that specific case.

### **2.3 By General Members, or Other Members Not on the Ethics Committee or Board**

The Ethics Director shall investigate violations of ethics by other Members who do not fall into these special categories.

## **3 Ethics Hearings and Sanctions**

An Ethics Hearing is called by the Ethics Director in a meeting of the Board and must be seconded by another Officer. In the case where a member of the Ethics Committee is implicated, the Ethics Hearing is called by the President in a meeting of the Board and is seconded by another Officer.

An Ethics Hearing is presided over by the Ethics Director (or President, where a member of the Ethics Committee is implicated).

The board for an Ethics Hearing is composed of the Ethics Committee and at least two Officers. A faculty advisor must be present. This Ethics Hearing's board may not include a nominee or appointee of the person implicated.

A faculty advisor must concur with the conclusions and recommendations of the board of an Ethics Hearing to impose sanctions.

The board for the Ethics Hearing must be unanimous to impose sanctions.

The board must impartially consider the facts of the specific violation and may impose the following sanctions:

- Removal of an officer's title or position.
- Barring the Member from participating in competitions or organizational projects.
- Ejection of the Member from the organization for a period of no more than one year for simple violations.
- Permanent ejection if the Member is found by local, state, or federal authorities to be in violation of the law, or in serious violation of campus policy by campus officials.

- Referral to state, local, or federal authorities.
- Written statement of reprimand, to be kept in the organization's record by the Secretary for at least five years.

Members sanctioned by an Ethics Hearing may appeal the decision to the Board, which may then overturn the Ethics Hearing's findings by a board supermajority, except where the member was an Officer at the time of the hearing. Where the sanctioned Member was an Officer, the appeal must be referred to a General Election and may be overturned by a supermajority of the general membership. Appeals must be filed with the Board within seven days.

## 4 Duty to Report

All members have a duty to report all violations of law or ethical standards of which they have any knowledge to the Ethics Director or a faculty advisor.

## 5 Liability for Ethics Violations

All members are responsible for their own actions. The tools, techniques, and procedures discussed in this organization are of a highly sensitive nature. All members are strictly warned that misuse of these skills may result in civil or criminal penalties. This organization does not condone use of techniques that cause systems to perform in unintended ways without the written consent of the target system's owner. A student who is considering an activity that might come into conflict with this organization's core values or the law should consult with the Ethics Director or a Faculty Advisor before taking action. Any action in violation of the law or the Code of Ethics is the sole responsibility of the person who actually performed the action, regardless of who that person may have consulted.

## Article VI

# Administration

## 1 Dues

The imposition of, or alterations to, financial dues owed by Members will be agreed upon by a supermajority of the Board.

## **2 Budgets and Transactions**

### **2.1 Access to Accounts**

Access to accounts controlled by the organization will be granted to the President, Treasurer, and Faculty Advisor.

### **2.2 Approval for Large Transactions**

Transactions in excess of \$30 must be approved in writing by the President, Treasurer, and Faculty Advisor. Petty transactions less than this amount may be approved by the President and Treasurer.

### **2.3 Shipping of Purchases and Equipment**

Shipping of any equipment purchased by the organization will be to the UCR Campus, to be entered into inventory by the Treasurer, and is not to be shipped to the personal residence of any Member, nor to the address of any outside businesses or organization in which any Member has a stake or interest.

### **2.4 Seperation of Accounts**

Funds offered as grants by the University must be held as seperate from other funds, and a seperate accounting must be maintained that describes precisely what such funds were used for with justification.

## **3 Dissolution**

In the event of dissolution of the organization, any remaining budget held by the Organization will be divided equally between IEEE@UCR and ACM@UCR. Any physical equipment will be turned over to the Department of Computer Science and Engineering at UCR for final disposition.

## **4 Records**

Records of meetings, the outcome of Ethics Hearings, and the outcome of all elections will be retained for at least five years by the Secretary.

Records of financial transactions will be held for at least three years by the Treasurer.

## **5 Branding**

The President and Outreach Director will approve all media, logos, flyers, shirts, graphics, hand-outs, or other materials used by the organization for branding and advertising.



## **5.1 Branding and Sponsorship**

Sponsorship agreements which trigger a fundamental change in branding, logos, or naming must pass a majority vote of the General Members.

## **6 Bylaws**

A Bylaw is any procedural rule that covers cases not documented in this Charter, or clarifies how a mandate in this Charter is to be carried out.

Bylaws must not be in conflict with any rule in this Charter.

A motion to adopt a bylaw may be made by any officer, and must be seconded by another officer.

A Bylaw is passed by simple majority of the Board.

The Secretary shall maintain a copy of the Bylaws.

## **7 Modification of this Charter**

Modifications to this charter require a supermajority vote of the Board, following which those changes are confirmed by a supermajority vote of the General Members.

## **8 Equipment**

### **8.1 Inventory**

The Treasurer shall maintain an inventory of all equipment purchased by the organization.

Equipment will be inventoried by the Treasurer at the end of each academic quarter. Each outgoing Treasurer will conduct a joint inventory with an incoming Treasurer.

### **8.2 Acceptable Use**

Equipment owned by the organization is only to be used in activities sanctioned by the Board. The Board may define “acceptable use” for individual pieces of equipment or software held by the organization.

### **8.3 Deployment of Equipment**

Deployment of equipment in the UCR Campus will be done in accordance with existing UCR policy and under the supervision of a concerned UCR systems group (such as CSE Systems).

## **Article VII**

# **Supercession**

Rules in this Charter shall superscede all other rules published by the Organization as bylaws, executive actions, etc.  
Federal, state, and local statutes, as well as UCR policy, superscede rules defined in this Charter.

## **Stabilization Clause**

The provisions of this Clause are intended to allow the organization to react quickly during the volatile period of establishment. This Clause gives the President and other Founders special powers and latitudes during the early phase of the organization's establishment to build a strong and lasting organization.

### **Stabilization Clause Section 1: The Establishment Period**

The Establishment Period, for which this Clause is effective, is until the end of the 2017 Spring Semester at UCR. Before the end of the Establishment Period, the only legitimate officers recognized under this Charter will be those elected by the General Members in accordance with this Charter. After the Establishment Period, this Clause expires and is no longer effective.

### **Stabilization Clause Section 2: The Board during Establishment**

Until at least a President, Vice President, Secretary, and Ethics Director are confirmed, the Board is understood to be all Founders available to vote. Once those initial Officers are appointed, the Board is managed normally per the rules of this Charter.

### **Stabilization Clause Section 3: Special Powers**

The President may appoint Officers that may act on their mandates immediately. These Officers must be confirmed by a majority vote of the Board within two weeks of their appointment. An exception is the Ethics Director, who must be nominated and confirmed by a simple majority of the Board.

The Secretary will establish criteria for membership and deliver an initial Membership Roster to the Board at the earliest convenience. This Roster is to be

updated two weeks before the first General Election, so that a roster of eligible voters can be established.

The President shall be given the authority to enter into partnerships and negotiate with faculty, local organizations, companies, and other people in the interest of securing instructional and material resources for Cyber@UCR. This includes securing Faculty Advisors.

The Ethics Director may direct that a decision by the President requires a vote of the Board.

## **Stabilization Clause Section 4: Establishment of this Charter and other governing documents**

This Charter was drafted by the first President, Bradley Evans, with the consent of the Board. It enters into force with supermajority vote of that Board. Further, an initial Code of Ethics was drafted by Jerry Jiang, and similarly enters into force with the consent of the President and a supermajority vote of the Board.

# Addendum I: Founders

Be it known that the following Members are called Founders, and were the first to join and help build the organization:

- Bradley Evans (Founding President)
- Braddley Carrey
- Calvin-Khang Ta
- Ho-Ren Kang
- Montana Esguerra
- Alan Quach (Founding Graduate Advisor)
- Kevin Dinh
- Marco Tobon
- Christopher Yee
- Jerry Jiang (Founding Ethics Director)
- Lam Duy Le (Patrick Le)

And we also acknowledge our founding Faculty Advisors:

- Prof. Zhiyun Qian (Faculty Advisor)
- Victor Hill (Faculty Advisor)
- Nick Turley (Staff Advisor)