

Composition of Governing Documents

The constitution guides an organization in its operations and activities and, accordingly, are intended primarily for the organization's benefit and use. The constitution contains the fundamental principles and structure of the organization, and the by-laws outline the basic rules of procedure by which a group's membership govern their organization.

The constitution should be carefully formulated, clearly worded, and kept up-to-date so that the needs of the organization can be met. Furthermore, our office recommends that each member of an organization have a copy of the constitution.

The following outline is provided to assist in the preparation of a constitution and, if needed, by-laws. Use this guide to prepare the constitution for your new student organization. A copy of the constitution is required by Student Organizations and Activities (SOA) to approve your organization. If there are any problems or concerns with your constitution, a member of the SOA staff will contact you.

The constitution should be simple yet comprehensive and difficult to amend, leaving any specific procedural rules to be included in the by-laws. When amending the constitution, as with the by-laws, previous notice of any proposed changes are usually required to be given to the membership and should not be changed in the same meeting in which proposed.

PREAMBLE

We, the members of WiCyS Student Chapter at Oregon State University to fully realize our purpose, do hereby adopt and establish this constitution as the guiding instrument of our Club.

Article I. Name, Purpose, and Non-discrimination Policy.

Section 1. The Name of this Club shall be WiCyS Student Chapter at Oregon State University herein referred to as WiCyS Student Chapter at OSU.

Section 2. The purpose of WiCyS at OSU shall be to build a community within Oregon State University that promotes women's education, participation, and leadership in the field of cybersecurity. The WiCyS Student Chapter shall be familiar with and abide by the Academic Institution's student organization bylaws, policies, and procedures.

The WiCyS Student Chapter is organized with the following purposes:

1. To decrease the gender disparity in cybersecurity.
2. To provide education, mentorship, and networking support to students through the WiCyS community.
3. To promote and recruit women in cybersecurity workforce through Oregon State University.

Section 3. Statement of Non-Discrimination.

Membership shall not be denied to any student on the basis of age, color, disability, gender identity or expression, genetic information, marital status, national origin, race, religion, sex, sexual orientation, or veteran status.

Article II. Membership

Section 1. Types of members.

- a) Active Member: Currently enrolled Oregon State University students who are currently active with the organization
- b) Associate Member: OSU faculty staff or Corvallis Community Members who are currently active with the organization. These members are not eligible to vote or hold leadership positions.

Section 2. Eligibility for membership.

- a) A person may become a general member by registering through Oregon State University's SLI software and join the club's Discord server. This process necessitates verification through the individual's ONID email. While general members do not need to be paid members of the WiCyS organization to participate in the chapter, they are highly encouraged to become official WiCyS members to receive organization-wide benefits. The annual membership fee for students is \$20,

which is collected through the WiCyS.org website along with the completion of an application form.

- b) A person may become an associate member by receiving approval from an officer of the WiCyS Student Chapter at OSU. Associate members, similar to general members, are not required to be paid members of the WiCyS organization but are encouraged to do so to avail themselves of WiCyS organization benefits.

Section 3. Member Requirements

- a) To remain a general member, one must: participate in a minimum of one meeting per academic term.

Section 4. Member Accountability and Dismissal

- a) Members must conduct themselves in a manner that supports and advances the purpose of the organization. Actions deemed detrimental, including harassment or hostile behavior, are grounds for disciplinary actions, up to and including dismissal from the organization. Harassment, in any form, including but not limited to discrimination based on alienage, citizenship, age, color, creed, disability, marital status, military status, national origin, pregnancy, childbirth-related conditions, race, religion, sex, gender, veteran status, sexual orientation, or any other protected status, will not be tolerated. This includes the use of abusive language, intimidation, inappropriate physical contact, and unwelcome sexual attention. Claims of "just joking" or similar defenses will not be accepted.
- b) To initiate removal proceedings for misconduct, including violations of the harassment policy, a written request detailing the reasons must be signed by at least three (3) active members and submitted to the officer team. The member in question shall receive both verbal and written notice of the concerns raised against them.
- c) In cases warranting potential dismissal, the accused member has the option to resign or request a formal hearing.
 - i) A formal hearing, if requested, will be organized within two weeks. An officer will act as a non-voting mediator. All active members must be notified at least 48 hours prior to the hearing.
 - ii) During the hearing, the reasons for consideration of dismissal will be presented to the membership, and the accused will have the opportunity to argue their case. Following this, a vote will be held to decide the fate of the accused member. A two-thirds (2/3) majority of all active members present is required for dismissal.
 - iii) Quorum for these hearings shall consist of all officers plus a minimum of 25% of active members.
- d) In situations where dismissal may not be necessary, the accused will have a chance to address the concerns directly with the officer team. Any disciplinary action short of dismissal requires a

unanimous vote by the officer team.

- e) All members are encouraged to report any instances of harassment or unacceptable behavior to the WiCyS Student Chapter Advisor, officers, Oregon State's faculty, or the WiCyS Advisory Board. The organization is committed to ensuring a safe and welcoming environment for all participants.
- f) Violations of these standards may result in sanctions or exclusion from further participation, as determined by the WiCyS Student Chapter officers or a designated Oregon State University committee.

Article III. Officers

Section 1. Officer Titles and Responsibilities

- a) Required officers of the organization include:
 - i) President
 - ii) Vice President
 - iii) Secretary
- b) Optional Officer Positions include:
 - i) Treasurer

Section 2. Officer Duties

- a) President
 - i) Lead the WiCyS Student Chapter and manage its activities.
 - ii) Lead the officer meetings.
 - iii) Lead fundraising campaigns.
 - iv) Equally delegate tasks to other officers.
 - v) Ensure compliance of the WiCyS Student Chapter members with the policies and procedures of Oregon State University and this constitution.
 - vi) Vote in case of a tie.
- b) Vice President
 - i) Assist the President in managing the WiCyS Student Chapter.

- ii) Take on the President's duties if the President is absent.
 - iii) Prepare an annual WiCyS Student Chapter report and submit through an online form provided by the WiCyS Advisory Board.
 - iv) Perform other duties as assigned by the President.
- c) Secretary
 - i) Keep the minutes of officer meetings.
 - ii) Perform bookkeeping for the WiCyS Student Chapter.
 - iii) Assist the President with the WiCyS Student Chapter activities preparation.
 - iv) Handle the distribution of the WiCyS Student Chapter meeting notices through social media, mailing lists, flyers, or other means of the notice distribution.
 - v) Perform other duties as assigned by the President.
- d) Optional: Treasurer

In case that other officer positions have been created and assigned, they shall assist the President, Vice President, and Secretary in their duties and fulfill the duties and responsibilities outlined in their position descriptions listed below.

- i) Perform bookkeeping for the WiCyS Student Chapter, releasing the Secretary from this duty.
- ii) Maintain thorough and accurate records of all transactions.
- iii) Work with the President to prepare budget reports when necessary.
- iv) Perform other duties as assigned by the President.

Section 3. Nominations and Elections.

- a) Officers elections shall be conducted by week 5 of Spring term, ensuring that elected officers have sufficient time to transition and prepare for their roles.
- b) Nominations shall be self-initiated, allowing members to nominate themselves for office. This process takes place during the general assembly meeting designated for elections, before voting begins. Candidates must present their qualifications and vision to the membership, facilitating informed voting decisions.
 - i) The club encourages a culture of engagement and leadership rotation, fostering opportunities for diverse leadership and fresh perspectives within the officer team at least every two academic years.

- c) Elections will be conducted via secret ballot, listing all candidates who have validly self-nominated. A majority vote from members present and voting is required for election to a position. This method ensures the confidentiality and integrity of the election, promoting a free and fair choice among the candidates.

Section 4. Eligibility..

- a) All general members in good, who self-identify as aspiring women in cybersecurity and whose graduation date extends to the conclusion of the next academic year, are eligible for nomination to any officer position.

Section 5. Term of office.

- a) Officers shall be elected to serve for a minimum of one academic year or until their successors are elected. Their term commences at the start of the first meeting immediately following their election or at the end of the Spring term, whichever occurs first. To foster leadership development and organizational renewal, officers are encouraged to rotate positions and introduce new volunteers to the leadership team at least once every two academic years.

Section 6. Officer Accountability & Removal from Office.

- a) Officers are expected to fulfill their duties in a manner that positively impacts the operations of the Club. Failure to do so may result in disciplinary actions, up to and including removal from their position.
- b) An officer may face disciplinary action, excluding removal from office, after receiving both written and verbal notification of concerns, provided they have had an opportunity to address these concerns. Any such disciplinary action requires a unanimous vote from the remaining members of the officer team.
- c) The process for considering an officer for removal from office involves:
 - i) Submission of a written request outlining the reasons for proposed dismissal, signed by at least three (3) active members, at a regularly scheduled meeting. The officer in question must then be given both verbal and written notice of the concerns.
 - ii) The officer has the option to resign or to request a formal hearing, which, if requested, must be scheduled within two weeks.
 - iii) During a formal hearing, a non-voting officer will act as mediator. All active members must be notified at least 48 hours in advance.
 - iv) The officer will have the opportunity to present their case to the membership, which will then vote on whether the officer should be removed. A two-thirds (2/3) affirmative vote from all active members present is required for removal.

- v) Quorum for these hearings shall include all remaining officers plus at least 25% of active members.
- d) Should an officer resign or be removed, a vote to fill the vacated position will be held at the next official club meeting

Article IV. Advisor/s

Section 1. Duties.

The Advisor shall be a faculty member of Oregon State University. If there is no faculty member available, the WiCyS Advisory Board may approve a non-faculty member to oversee the WiCyS Student Chapter. Moreover, it is required that the WiCyS Student Chapter has an advisor at all times. The Advisor shall:

- a) Assist the WiCyS Student Chapter officers with providing continuity in student leadership change from year to year.
- b) Oversee the officers and all WiCyS Student Chapter activities.
- c) Represent the WiCyS Student Chapter interests to the faculty and administration of Oregon State University.

Section 2. Nominations and elections.

- a) Advisors can be nominated either through self-nomination or by invitation from the officers, provided the potential advisor agrees to take on the responsibility. Following nomination, a unanimous vote by all officers is required to officially appoint an advisor. This voting process excludes general members, who will, however, be informed of the outcome within one week.

Section 3. Term of office.

- a) Advisors are expected to adhere strictly to the club's constitution, the law, WiCyS policies, and Oregon State University policies. Failure to comply may result in immediate removal through an unambiguous vote of all officers, without a second chance to amend behavior. General members are not involved in the removal vote but will be notified of the decision within one week.
- b) To qualify as an advisor, an individual must be a paying member of the WiCyS organization and a faculty member at Oregon State University. In cases where a faculty member is not available within two weeks, a non-faculty member may serve as an advisor, subject to approval by the WiCyS Advisory Board.
- c) Advisors may serve indefinitely, provided they remain in compliance with the aforementioned guidelines. Advisors wishing to resign must provide at least one month's notice to allow the officer team adequate time to find a suitable replacement.
- d) Any changes in advisorship must be promptly communicated to the appropriate Oregon State University authority and WiCyS to ensure compliance and continuity.

Article V. Meetings

Section 1. General Meetings

- a) The organization shall meet at least 2 times per term during Fall, Winter and Spring terms. Meetings shall not occur on university holidays or during finals weeks. Meetings shall be held in locations that are accessible and hosted online, when applicable, so that it is accessible to all members of the WiCyS Student Chapter, ensuring inclusivity and accessibility.
- b) Meetings are not required during summer term, but the organization may meet at the discretion of the officer team. Any such meetings will also adhere to the accessibility requirements for all participants.
- c) The meeting schedule for the term shall be determined by the officer team and announced at least 1 week in advance of the meeting. Officers are encouraged to distribute notices of meetings through social media, mailing lists, flyers, or any other means of notice distribution to ensure wide communication.

Section 2. Officer Meetings

- a) The Officers shall meet at least 1 time per term during Fall, Winter and Spring terms. Meetings shall not occur on university holidays or during finals weeks.
- b) Officer meetings are not required during summer term but may occur as needed at the discretion of the President.

Section 3. Special Meetings

- a) Additional meetings may be called as necessary by the officer team to advance the business of the club. Members must be provided at least 48 hours notice of any special meeting, ensuring these sections are accessible to all who wish to attend.

Section 4. Quorum.

- a) Action on any business, old or new, requires a quorum of 25% of the active membership of the Club.

Article VI. Parliamentary Authority

- Section 1.** The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the organization in all cases to which they are applicable and in which they are not inconsistent with the constitution, bylaws and special rules of order the organization may adopt.

Article VIII. Amending the constitution and bylaws

Section 1. An amendment to this constitution may be introduced by any voting member and must be submitted in writing to the Secretary during a regular business meeting. Additionally, amendments to the constitution can also be proposed through a unanimous vote at an officer meeting, emphasizing the significance of officer consensus in the amendment process.

Section 2. The membership shall be notified about any proposed amendment at least one week prior to voting on it. This ensures that all members are adequately informed and can participate meaningfully in the decision-making process.

Section 3. A two-thirds (2/3) affirmative vote of all active members present is required to amend the constitution. This high threshold is set to ensure that any changes to the constitution have broad support within the organization. Furthermore, all amendments, including those pertaining to bylaws, must receive approval from the Advisor and WiCyS, reflecting the importance of alignment with broader organizational and legal standards.

Section 4. Quorum for any vote to amend the constitution shall consist of all officers plus at least 25% of active members. This requirement ensures that a representative portion of the club participates in significant decisions affecting governance.

Section 5. Amendments should be enacted, and the constitution updated within 2 weeks following an affirmative vote. Subsequently, amendments must be submitted to the Student Organizations & Activities Office for final approval. This step is crucial for maintaining official recognition and compliance with university policies.