

Constitution of the Stevens Institute of Technology Cyber Defense Team

Revision 0.1

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Article I Name.

The name of this organization shall be The Stevens Institute of Technology Cyber Defense Team, herein referred to as *The Stevens Cyber Defense Team* or *SCDT*, established under the Student Government Association at the Stevens Institute of Technology.

Article II Purpose.

The purpose this team shall be to:

- a. TODO

Article III Membership.

SECTION 1. GENERAL MEMBERSHIP. Membership in SCDT shall be open to all undergraduate students at The Stevens Institute of Technology. Membership shall also be open to any graduate student who previously participated in an election while taking an Undergraduate degree at The Stevens Institute of Technology.

SECTION 2. VOTING MEMBERSHIP. Any member who meets any of the following requirements shall be considered a voting member:

- a. The member has placed 1st, 2nd, or 3rd in a cybersecurity-focused competition which the Stevens Cyber Defense Team has formally participated in, or has been a part of a team which placed 1st through 5th in a cybersecurity-focused competition of the same nature.
- b. The member has attended 60% or more of the total number of events, general body meetings, or practices, starting from the beginning of the semester to the time of voting.
- c. The member has previously held the position of President or Vice President.

Only voting members may hold Officer positions. Each member may hold a maximum of one Officer position per semester and a maximum of two Officer positions total. Students wishing to be recognized as voting members are required to prove to the Executive Board that they have met at least one of the listed requirements.

Article IV Executive Board.

SECTION 1. OFFICERS. The Executive Board shall consist of certain elected officers listed below and will administer the affairs and programs of the team. The Executive Board will consist of the President, Vice President, Secretary and Treasurer. The Executive Board shall meet once every month or when called by the President. Meetings are not required to be conducted in person unless specified by the President. The Executive Board as a whole shall appoint one Committee on Student Interests Representative(s). Officers serve a one year term, or serve until their successor is elected. Elections shall occur annually as specified by the Student Government Associations Unified Elections process, and as necessary to fill vacancies.

SECTION 2. DUTIES OF OFFICERS. Duties of the Officers of the Executive Board are described as follows:

- President:
 - a. Preside over all meetings and events of SCDT.
 - b. Be the official representative of SCDT in all student, faculty, and administrative matters.
 - c. Call and sanction regular or special meetings of the team and E-board.
 - d. Form committees and appoint their respective chairs.
 - e. Submit a complete transition report of the positions duties and accomplishments upon the completion of the term to the incoming Executive Board.
- Vice-President:
 - a. Assume all responsibilities of the President, in the absence thereof.
 - b. Submit a complete transition report of positions duties and accomplishments upon the completion of the term to the incoming Executive Board.
 - c. Manage the git repository or repositories used by SCDT.
 - d. Perform all duties assigned by the President.
- Treasurer:
 - a. Maintain the records of all financial matters of the organization.
 - b. Prepare a budget to submit to the President when requested.
 - c. Submit a complete transition report of positions duties and accomplishments upon the completion of the term to the incoming Executive Board.
 - d. Perform all duties assigned by the President.
- Secretary:
 - a. Perform the correspondence of SCDT.
 - b. Manage the SCDT Slack (<https://ducks-ccdc.slack.com>) and the team listserv.
 - c. Record, store and distribute the minutes of all meetings and business discussed at events.
 - d. Provide updated information for use in organizational activities and responsibilities as defined in the bylaws.
 - e. Generate an agenda for all meetings.
 - f. Manage the inventory of the organization and coordinating on-campus storage of club materials and assets with the SGA.
 - g. Submit a complete transition report of positions duties and accomplishments upon the completion of the term to the incoming Executive Board.
 - h. Perform all duties assigned by the President.

SECTION 3. MINOR BOARD OFFICERS.

SECTION 4. DUTIES OF MINOR OFFICERS.

SECTION 5. ELECTION OF OFFICERS. All elections shall be governed by policies set forth in the organizations parliamentary authority and in conjunction with the Unified Elections Policy of the Student Government Association. All Officers shall be elected by vote of eligible voting members, where quorum is present. Each candidate must be nominated and seconded by an eligible voting member (which could include him- or herself.) A vote by secret ballot must be held for each Offer position up for election. The candidate receiving a simple majority shall be declared winner. In the event of a tie, non-tying candidates are eliminated and a vote is held again between tying candidates, with candidates allowed another opportunity to give a speech, having a maximum length of 1 minute. The chair of the meeting will not vote except in cases of a tie.

SECTION 6. RESIGNATION OF OFFICE. Should a member of the Executive Board choose to resign from office, this individual must submit a formal notice of resignation to the Executive Board. This member is responsible for the duties of their position for up to two weeks or until a suitable replacement is chosen.

SECTION 7. REMOVAL OF OFFICE. Any Officer of the Executive Board, who does not attend a certain number of Executive Board meetings (normally two consecutive) without valid reason, or is failing to perform their duties, is liable to be removed from the Executive Board. To implement this individual's removal, the Executive Board has the discretion to impeach the member in question pending a simple majority approval of the general body. A majority vote is required to effect the removal.

Article V

Committee on Student Interests Representative.

The Committee on Student Interests Representative (also known as the "RSO Representative") is responsible for attending meetings of the sub-committee of the Committee on Student Interests to which the organization belongs. This may be a member of the Executive Board, a General Body Member, or other, dependent on the requirement of the organizations Subcommittee.

Article VI

Parliamentary Authority.

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 these bylaws and any special rules of order the team may adopt.

Article VII

Meetings.

SECTION 1. QUORUM. A majority of voting members shall constitute quorum.

SECTION 2. MEETING TIME. Meetings shall occur at the call of the President, or as resolved by the organization.

TODO Meetings for different competitions may need to be held at different times

SECTION 3. BYLAWS. The team reserves the right to create bylaws and other rules of order at its discretion. No bylaw shall supersede or be inconsistent with this constitution or the policies set forth by the SGA.

Article VIII

Amendments.

Amendments to this Constitution shall require a two-thirds majority, with previous notice, of voting members to pass. Amendments must subsequently be approved by the SGA.

Article IX

Adoption.

This Constitution shall become effective upon:

- a. Approval by the SCDT General Body.
- b. Approval by the Student Government Association (SGA).