

Constitution of the Stevens Institute of Technology Cyber Defense Team

November 1, 2018

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. Facilitate the growth of Stevens students in the field of computer security by working to give them opportunities to compete in security-focused competitions.
- b. Bring knowledge and awareness of the greater cybersecurity community to Stevens.
- c. Work to help maximize the ability of Stevens students to succeed in competitive environments in an engaging and productive manner.

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 club events while taking an Undergraduate degree at The Stevens Institute of Technology.

SECTION 2. VOTING MEMBERSHIP. Any Member who attends 60% or more of the total number of events, general body meetings, or practices, starting from the beginning of the semester, is eligible to vote.

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 hold meetings once every month or when called by the President. The Executive Board as a whole shall appoint one Committee on Student Interests Representative(s). Elections shall occur yearly as specified by the Student Government Associations Unified Elections process, and as necessary to fill vacancies.

SECTION 2. DUTIES OF OFFICERS.

- 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.
 - f. Approve the formal entrance, registration, or involvement of SCDT with regards to cybersecurity competitions.

- g. Be the primary point of contact for hosts of other competitions and events.
- 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. Oversee and manage any code or document repositories maintained by SCDT.
 - d. Perform all duties assigned by the President.
 - e. Manage the inventory of the organization and coordinating on-campus storage of club materials and assets with the SGA.
 - f. Submit a complete transition report of positions duties and accomplishments upon the completion of the term to the incoming Executive Board.
- 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 mailing list.
 - 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. Submit a complete transition report of positions duties and accomplishments upon the completion of the term to the incoming Executive Board.
 - g. Keep track of progress made during competitions, including scores, points, and awards given, and participants, teams, or subteams involved.
 - h. Perform all duties assigned by the President.

SECTION 3. MINOR BOARD OFFICERS. The Minor Board shall consist of certain elected officers listed below and will assist the President in completing core team functions. The Minor Board shall consist of the Red Coordinator and the Blue Coordinator. The Minor Board is required be present at all meetings of the Executive Board or when called by the President; if there is no need for the involvement of the Minor Board at a specific function this requirement can be relaxed at the discretion of the President.

SECTION 4. DUTIES OF MINOR OFFICERS.

- Red Coordinator:
 - a. Discover new and exciting Capture the Flag or other offensive competitions for SCDT members to participate in, and propose entrance into these competitions to the Executive Board.
 - b. Assist the President and Vice President in finding interested members to form teams in such competitions.
 - c. Maintain and regularly check the team account on CTFTime (<https://ctftime.org/team/30063>).

- d. Assist the Secretary in keeping track of progress made during CTF competitions, including scores, points, and awards given, and participants or subteams involved.
- Blue Coordinator:
 - a. Discover new and exciting cybersecurity competitions for SCDT members to participate in with the goal of defending networks or IT resources, and propose entrance into these competitions to the Executive Board.
 - b. Assist the President and Vice President in finding interested members to form teams in such competitions.
 - c. Assist the Secretary in maintaining documentation, strategy guides, programs, or other resources for use in defensive competitions.
 - d. Assist the Secretary in keeping track of progress made during defensive competitions, including scores, points, and awards given, and participants or subteams involved.

SECTION 5. REQUIREMENTS OF OFFICERS. 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. Officers serve a one year term, or serve until their successor is elected.

SECTION 6. EXCEPTIONS TO REQUIREMENTS OF OFFICERS. In the event that not all Officer positions are filled and no more eligible voting members are willing or available to fill any vacancies, the previously stated requirements will be relaxed and any Member of the club may run for an Officer position.

SECTION 7. 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 Officer 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 8. 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 9. REMOVAL OF OFFICE. Any Officer of the Executive Board, who does not attend two consecutive Executive Board meetings 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 voting members. 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 other members of the Executives or Minor boards with approval of the President.

SECTION 3. BYLAWS. The team can propose bylaws to the Consitution which become ratified with the approval of the SGA. 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).