



Lake Travis Cybersecurity Club

[Effective September 2nd, 2023]

Club Constitution and Bylaws

Section 1: Preamble

1A: Preamble - This document outlines the purpose, responsibilities, and operation of the Lake Travis Cybersecurity Club. All members are required to adhere to these rules.

1B: Name – The name of this club shall be the Lake Travis Cybersecurity Club, or LT Cyber for short.

1C: Purpose – The purpose of this club shall be to prepare, train, and teach the principles of cybersecurity for optional participation in the CyberPatriot competitions.

Section 2: National Affiliation

2A: CyberPatriot – This club is affiliated with CyberPatriot— The National Youth Cyber Education Program. The rules and regulations of CyberPatriot shall be followed when not inconsistent with the rules and regulations of the Club.

Section 3: Membership

3A: Eligibility - Membership shall be open to any person currently attending Lake Travis Independent School District full-time, and who has an interest in cybersecurity and/or a willingness to participate in the CyberPatriot competition upon payment of the dues as outlined in Section 4.

Section 4: Dues

4A: Amount - The dues to join the Club are \$75. Dues are calculated to cover CyberPatriot competition entry fees, shirts, food, drinks, and training resources. Fees paid in the spring after the competition season carry over to the next competition season.

4B: Financial Assistance - If you are in need of financial assistance or have any concerns, please contact the coach or the Leadership Team.

Section 5: Meetings

5A: Club Meetings – Regular club meetings shall be held during the competition season, typically from the beginning of the school year to March, and may include training sessions for competition.

5B: Leadership Meetings – Leadership meetings may be called by the President with the approval of captains and the Senior Council.

5C: Special Meetings – Special Meetings may be convened by the President for exclusive discussions with specific CyberPatriots team members or club leadership members.

5D: Quorum – A quorum shall consist of two-thirds ($\frac{2}{3}$) of the potential attendees for a meeting. A quorum is NOT necessary for club meetings but is necessary for Leadership Team meetings.

5E: Parliamentary Authority – Robert's Rules of Order shall govern this club in all cases to which they are applicable and in which they are not inconsistent with these bylaws.

Section 6: Competition Etiquette

6A: Ethics and Standards - Students in the Club are to uphold the highest ethical standards in the classroom, in the community, and in competition. Unethical behavior by one person reflects upon the entire group. Character and integrity represent core team values. Both attitude and behavior reflect good character. Members of the Club are to conduct themselves in a professional and mature manner at all times, including during competitions.

6B: Conduct - Inappropriate conduct, at the discretion of the advisor(s), will not be tolerated.

6C: Code of Conduct - Participation in the Club and its competitions is contingent on signing and agreeing to abide by the Competitor Code of Conduct, available in the Appendix of the CyberPatriot Rule Book.

Section 7: Consequences

7A: Removal - Failure to follow the rules and bylaws set out by this document, along with any other rules from the District or High School, may result in removal from the Club without refund of the fees.

7B: Discretion - Any removals or penalties as a result of failing to follow the rules must be done in consultation with the Leadership Team and with the approval of the advisor(s).

Section 8: Leadership Team

8A: Positions - The following officers are elected (unless a special case is voted upon by the club): President, Vice President, Treasurer, and Secretary. The following positions will be appointed by the newly elected president and former officers: Senior Council members and Event Captains (Windows, Linux, and Cisco General Services). These positions collectively form the "Leadership Team."

8B: Qualifications - Club Leaders must be full-time students at Lake Travis High School and have participated in the CyberPatriot competition for at least one year. Each candidate may only run for one position per election (with the exception of the Vice-President, who may be the runner-up of the presidential election) unless appointed to a captain position.

8C: Term of Office - Officers shall serve for one year, with their term of office commencing at the beginning of the fall semester.

8D: Elections - Officers shall be elected by ballot at the last meeting of the spring semester by a majority of the vote cast for that office. The election may be conducted electronically. Other positions will be appointed in the starting weeks of the first semester.

8E: Voting System - The President shall be elected by first-past-the-post vote. All other officer positions shall be elected by a plurality unless a special case arises.

8F: Vacancy – If a vacancy occurs in the office of President, the Vice-President shall assume the office for the remainder of the term, and vacancies in any other office shall be filled by a special election.

8G: Fulfillment of the Duties of Office – All Club Leaders are expected to fulfill their duties (as outlined in either Section 9, Section 10, or Section 11). Failure to contribute will result in probation for two weeks, and, if subsequent improvement isn't shown, removal from office.

Section 9: Officer Duties and Positions

9A: President – The President shall:

- Preside at meetings.
- Represent the club.
- Appoint Captains and Senior Council members subject to the approval of prior officers (as outlined in Section 8).
- Coordinate and assist other officers, Senior Council members, and captains in their roles.
- Make executive decisions for the club unless objected to by captains, other officers, and/or the Senior Council.
- Perform such other duties as ordinarily pertaining to this office.

9B: Vice-President – The Vice-President shall:

- Preside at meetings
- Preside in the absence of the President.
- Assist the President with basic tasks, such as ensuring order in club meetings.
- Organize competitions with the help of the President.

9C: Secretary – The Secretary shall:

- Preside at meetings
- Record the minutes of all meetings
- Communicate weekly with club members
- Maintain a file of the club's records.
- Keep a current roster of membership
- Create Social Media Posts
- Create public outreach/recruitment campaigns.

9D: Treasurer – The Treasurer shall:

- Receive all funds and process Request for Payment, Deposit Slip, and Leadership Team Signature Forms.
- Keep an itemized account of all receipts and expenditures and make reports as directed.
- Communicate with the sponsor and fund manager to manage purchases.
- Purchase snacks and food for competition days (required) and club meetings (optional).

Section 10: Captain Duties

10A: Cisco Captain – The Cisco Captain shall:

- Run the Cisco Packet Tracer lessons created by the Senior Council (as outlined in Section 11).

10B: Linux (Ubuntu) Captain – The Linux Captain shall:

- Run the Ubuntu lessons created by the Senior Council (as outlined in Section 11).

10C: Windows/Server Captain – The Windows/Server Captain shall:

- Run the Windows/Server lessons created by the Senior Council (as outlined in Section 11).

Section 11: Duties of Senior Council

11A: Qualifications – As the name suggests, the Senior Council shall only be composed of Seniors or early graduates, who align with the general qualifications (as outlined in Section 8) with the extraneous qualification of a minimum of 2 years of participation in the CyberPatriots Competition.

11B: Duties – The Senior Council shall:

- Work with officers to create lessons/meeting plans for individual competitions (Cisco Packet Tracer, Linux/Ubuntu, Windows/Server).
- Strategize and develop course curriculum and teaching plans for captains.

Section 12: Advisor

12A: Selection – There shall be a minimum of one Advisor who shall be selected each year by the Club Leadership Team.

12B: Duties – The responsibilities of the faculty advisor(s) shall be to:

- Maintain awareness of the activities and programs sponsored by the student club.
- Meet on a regular basis with the Leadership of the student club to discuss upcoming meetings, long-range plans, goals, and problems of the club.
- Attend regular meetings and Leadership Team meetings as often as the schedule allows.
- Assist in the orientation of new Club Leaders.
- Explain and clarify campus policy and procedures that apply to the club.
- Provide direction in the area of parliamentary procedure, meeting facilitation, group-building, goal setting, and program planning.
- Assist the club treasurer in monitoring expenditures, fundraising activities, and corporate sponsorship to maintain an accurate and up-to-date account ledger.
- Inform club members of those factors that constitute unacceptable behavior on the part of the club members and the possible consequences of said behaviors.
- Function as the coach in communications with CyberPatriot.

Section 13: Dissolution

13A: Club Dissolution - In the case that this club is dissolved, all assets or liabilities shall be transferred to Lake Travis High School in Austin, Texas.

Section 14: Amendments

14A: Changes - Any and all changes to the Constitution and Bylaws must be approved by a two-thirds (2/3) majority vote of the chapter membership. The latest version of the Constitution and Bylaws must be available to all members of the Club.

14B: Proposals - Proposals to amend the Constitution and Bylaws can be made by any member of the

Club, provided the proposal is seconded by another member.

14C: Notice - All members shall receive advance notice of the proposed amendment at least five days before the meeting.

14D: Agreement - All members and Club Leaders agree to all of the terms in the club Constitution.

This version of the Constitution and Bylaws has been approved by Club Leadership on the 2nd of September, in the Year 2023.