



Lake Travis Cybersecurity Club

[Effective August 25th, 2022]

Club Constitution and Bylaws

Section 1: Preamble

1A: Preamble - This document outlines the primary goal of the Lake Travis Cybersecurity Club, and the responsibilities and operation of the Club. All members of the Club must agree to follow these rules prior to joining the Club, and are expected to uphold all of it to continue being a part of the Club.

1B: Name - The name of this club shall be the Lake Travis Cybersecurity Club.

1C: Purpose - The purpose of this club shall be to prepare and train competitors for 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 only to any person currently attending Lake Travis High School full-time with an interest in cybersecurity and 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 is \$75. 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, you can contact the coach or the Executive Committee.

Section 5: Meetings

5A: Meetings - Regular meetings shall be held during the regular competition season, typically from the beginning of the school year to March. These meetings may include training time in preparation for competition.

5B: Special Meeting - Special meetings may be called by the President with the approval of the Executive Committee.

5C: Quorum - A quorum shall consist of two-thirds (2/3) of the membership.

5D: Parliamentary Authority - Robert's Rules of Orders, 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. This attitude should be reflected in competition as well.

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 being removed 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 Executive Committee and with the approval of the advisor(s).

Section 8: Officers

8A: Positions - The following officers are elected: President, Vice President, Treasurer, and Secretary.

8B: Qualifications - Officers must be full-time students at Lake Travis High School. Except when there are no available students, all officers shall have participated in the CyberPatriot competition for at least one year. Each candidate may only run for one position.

8C: Term of Office - The officers shall serve for one year and their term of office shall begin at the commencement of the fall semester.

8D: Elections - The 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.

8E: Voting System - The President shall be elected by a single transferable vote. All other officer positions shall be elected by a plurality.

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.

Section 9: Duties

9A: President - it shall be the duty of the President to:

- ☐ Preside at meetings
- ☐ Vote only in case of a tie
- ☐ Represent the club
- ☐ Appoint committee chairpersons subject to the approval of the Executive Committee
- ☐ Issue notices of meetings and conduct the general correspondence of the club
- ☐ Perform such other duties as ordinarily pertaining to this office.

9B: Vice-President - It shall be the duty of the Vice-President to:

- ☐ Preside in the absence of the President
- ☐ Manage the communications platform for the club.

9C: Secretary - It shall be the duty of the Secretary to:

- ☐ Record the minutes of all meetings
- ☐ Keep a file of the club's records
- ☐ Maintain a current roster of membership.

9D: Treasurer - It shall be the duty of the Treasurer to:

- ☐ Receive all funds and process Request for Payment, Deposit Slip, and Officer Signature Forms
- ☐ Keep an itemized account of all receipts and expenditures and make reports as directed.

Section 10: Committees

10A: Executive Committee - The Executive Committee consists of the four elected officers as well as the faculty advisor(s). This committee is responsible for the planning and management of the Club.

10B: Technical Committee - The Technical Committee consists of members of the Club who are dedicated to the continued function of the club, and must be appointed to the position by the Executive Committee. This committee will perform duties as assigned by the Executive Committee.

10C: Special Committees - The President shall have the authority to appoint any special committees, with the approval of the Executive Committee.

Section 11: Advisor

11A: Selection - There shall be a minimum of one staff/advisor who shall be selected each year by the Executive Committee.

11B: Duties - The responsibilities of the faculty advisor(s) shall be to:

- ☐ Maintain an awareness of the activities and programs sponsored by the student club.
- ☐ Meet on a regular basis with the leader of the student club to discuss upcoming meetings, long range plans, goals, and problems of the club.
- ☐ Attend regular meetings, executive board meetings as often as the schedule allows.
- ☐ Assist in the orientation of new officers.
- ☐ 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 consequence of said behaviors.
- ☐ Function as the coach in communications with CyberPatriot.

Section 14: Dissolution

14A: 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 13: Amendments

13A: Changes - Any and all changes to the Constitution and Bylaws must be approved by 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.

13B: Proposals - Proposals to amend the Constitution and Bylaws can be proposed by any member of the Club, provided the proposal is seconded by another member.

13C: Notice - All members shall receive advance notice of the proposed amendment at least five days before the meeting.

This version of the Constitution and Bylaws have been approved by a quorum of the membership in the Club, on the 25th of August, in the Year 2022.