

## Summary

The "RUET Cyber Security Club" Constitution outlines the club's name, mission, objectives, and membership eligibility. The Executive Committee, with positions like President and General Secretary, oversees operations. Bylaws address meeting quorums, disciplinary procedures, and amendment processes. Regular sessions, CTF competitions, and external instructor invitations are detailed. A Code of Conduct emphasizes professionalism and inclusivity. Amendments require member proposals, Executive Committee review, and member approval. Ratification procedures include initial approval, subsequent amendments, member notification, and periodic reviews to ensure relevance.

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# Article I: Name

The official name of this organization shall be "RUET Cyber Security Club"

## Article II: Mission and Objectives

### Mission Statement

The mission of the RUET Cyber Security Club is to foster a community of passionate individuals dedicated to the exploration and enhancement of cybersecurity knowledge and skills. Through collaborative efforts, educational initiatives, and practical experiences, the Club aims to empower its members to excel in the dynamic field of cybersecurity.

### Objectives

1. **Educational Excellence:**
  - Provide a platform for members to engage in hands-on learning experiences in web and network penetration testing.
  - Facilitate knowledge-sharing sessions to stay updated on the latest trends, tools, and techniques in cybersecurity.
2. **CTF Competitions:**
  - Organize and participate in Capture The Flag (CTF) competitions to sharpen problem-solving skills and promote friendly competition among members.
3. **Event Management:**
  - Plan and execute events, workshops, and seminars to create awareness about cybersecurity within the university community and beyond.
4. **External Collaboration:**
  - Foster connections with external cybersecurity professionals and experts through the invitation of instructors and speakers to enhance the learning experience for members.
5. **Skill Development:**
  - Encourage members to actively participate in web and network penetration testing activities, honing their skills and contributing to the overall growth of the cybersecurity community.
6. **Community Building:**
  - Cultivate a supportive and inclusive community where members can collaborate, share ideas, and build lasting connections in the field of cybersecurity.
7. **Professional Growth:**
  - Provide resources and opportunities for members to explore career paths in cybersecurity and develop professionally through mentorship and networking.

## Article III: Membership

### ● Section 1: Eligibility

1.1. Membership in the RUET Cyber Security Club is open to all students, faculty, and staff of Rajshahi University of Engineering and Technology (RUET) who express an interest in cybersecurity.

1.2. Prospective members shall fulfill any additional eligibility criteria as outlined in the club's bylaws.

## ● Section 2: Rights and Responsibilities

### 2.1. **Rights of Members:**

- All members have the right to participate in club activities, sessions, and events.
- Members are entitled to vote in club elections and on matters requiring a general vote.

### 2.2. **Responsibilities of Members:**

- Members are expected to uphold the principles of ethical behavior and adhere to the guidelines outlined in the club's Code of Conduct.
- Active participation in club activities, including regular sessions, CTFs, and events, is encouraged.

## ● Section 3: Termination of Membership

3.1. Membership may be terminated under the following circumstances:

- Violation of the club's Code of Conduct or any university policies.
- Failure to meet membership eligibility requirements.
- Any actions deemed harmful or detrimental to the objectives and reputation of the RUET Cyber Security Club.

3.2. Termination proceedings shall be conducted in accordance with the procedures outlined in the club's bylaws.

Members shall be informed of termination decisions in writing, providing an opportunity for appeal as per the procedures established in the bylaws.

## ● Section 4: Appeal Process (if applicable)

4.1. A member facing termination may appeal the decision within a specified timeframe, as outlined in the club's bylaws.

4.2. The appeal shall be reviewed by an impartial committee designated by the Executive Committee.

4.3. The decision of the appeal committee shall be final.

## ● Section 5: Reinstatement of Membership

5.1. A terminated member may apply for reinstatement following the procedures outlined in the club's bylaws.

5.2. Reinstatement shall be at the discretion of the Executive Committee.

- **Section 6: Non-Discrimination Policy**

6.1. The RUET Cyber Security Club shall not discriminate on the basis of race, color, national origin, sex, age, disability, or any other status protected by applicable law.

6.2. All membership decisions and activities shall be conducted in accordance with this non-discrimination policy.

These provisions outline the criteria for membership, the rights and responsibilities of members, and the procedures for termination and potential reinstatement. For further details, refer to the club's bylaws.

## Article IV: Executive Committee

- **Section 1: Positions and Roles**

**1.1. President:**

- Provide visionary leadership to the club.
- Preside over meetings and official events.
- Liaise with university authorities and external entities.

**1.2. General Secretary:**

- Oversee club communications and correspondence.
- Maintain records of meetings and activities.
- Collaborate with the President in organizational matters.

**1.3. Vice-President:**

- Assist the President in their duties.
- Assume the President's responsibilities in their absence.
- Undertake special projects and initiatives as assigned.

**1.4. Assistant General Secretary:**

- Support the General Secretary in communication tasks.
- Assist in record-keeping and administrative responsibilities.
- Assume the General Secretary's duties in their absence.

**1.5. Organizing Secretary:**

- Plan and coordinate club events, workshops, and seminars.
- Collaborate with external entities for event partnerships.
- Ensure the smooth execution of all organized activities.

**1.6. Publication Secretary:**

- Manage the club's communications platforms.
- Create and disseminate promotional materials.
- Oversee the club's online presence.

#### **1.7. Design and IT Secretary:**

- Maintain the club's group, social media page and technological infrastructure.
- Create visually appealing promotional materials.
- Assist in technical aspects of club activities.

#### **1.8. Treasurer:**

- Manage the club's finances and budget.
- Keep accurate records of income and expenses.
- Provide financial reports as required.

#### **1.9. Session and CTF Manager Secretary:**

- Organize regular sessions and Capture The Flag (CTF) competitions.
- Coordinate with external instructors for specialized sessions.
- Oversee the logistics of CTF event

### **Section 2: Election Procedure**

- Election: Advisor preserves the power of selecting executive members.

### **Section 2: Term Limits**

- The term of each executive committee member shall be 1 year.

## **Article V: Advisors and Convenors**

### **Section 1: Senior Advisor**

#### **1.1. Role of the Senior Advisor:**

- The Senior Advisor shall serve as a faculty member providing guidance and mentorship to the executive committee and members.
- Offer insight into academic and professional opportunities within the field of cybersecurity.
- Assist in the resolution of organizational challenges and decision-making processes.

#### **1.2. Appointment and Tenure:**

- The Senior Advisor shall be appointed by the university administration or relevant authorities.
- The tenure of the Senior Advisor shall align with university policies and may be subject to renewal.

#### **1.3. Collaboration with Executive Committee:**

- Collaborate with the Executive Committee to ensure alignment with the university's academic and ethical standards.
- Attend periodic meetings to stay informed about club activities and provide input.

#### **1.4. Advisory Board (if applicable):**

- The Senior Advisor may lead or contribute to an Advisory Board, consisting of external professionals and experts, to provide diverse perspectives and guidance to the club.

## **Section 2: Convenors**

### **2.1. Roles of Convenors:**

- Convenors shall act as liaisons between the club and university administration.
- Facilitate communication and collaboration between the club and other university entities.
- Provide logistical support for club activities and events.

### **2.2. Appointment and Tenure:**

- Convenors shall be appointed in consultation with the university administration or relevant authorities.
- The tenure of Convenors shall align with university policies and may be subject to renewal.

### **2.3. Collaboration with Executive Committee:**

- Work closely with the Executive Committee to address administrative and logistical considerations.
- Assist in navigating university protocols and procedures.

### **2.4. Advisory Role:**

- Provide advice and support to the Executive Committee based on their knowledge of university structures and procedures.

### **2.5. Representation:**

- Represent the club in university forums and meetings when necessary.
- Act as a bridge between the club and other university organizations or initiatives.

## **Section 3: Collaboration between Advisors and Executive Committee**

### **3.1. Regular Consultations:**

- The Senior Advisor and Convenors shall engage in regular consultations with the Executive Committee to ensure a cohesive approach to club activities.

### **3.2. Advisory Meetings:**

- Organize periodic advisory meetings to discuss strategic initiatives, challenges, and opportunities for the club.



### 3.3. Conflict Resolution:

- In the event of conflicts or challenges, the Advisors shall play a mediating role and provide guidance to facilitate resolution.

These provisions outline the roles and responsibilities of the Senior Advisor and Convenors in the RUET Cyber Security Club. The collaborative efforts between the Advisors and the Executive Committee aim to ensure the club's alignment with university policies, foster a supportive environment, and enhance the overall success of the club's initiatives. Refer to the club's bylaws for additional details and any specific procedures related to the appointment and collaboration of Advisors and Convenors.

## Article VI: Meetings

### Section 1: General Meetings

#### 1.1. Frequency:

- General meetings shall be held at least once a month during the academic year.

#### 1.2. Notice:

- Members shall be notified of general meetings in advance, specifying the date, time, and agenda.
- Notices may be distributed through electronic platforms, physical posters, or any other effective means.

#### 1.3. Agenda:

- The agenda for general meetings shall include updates from the Executive Committee, announcements, discussions on upcoming events, and any other relevant club matters.

#### 1.4. Quorum:

- A quorum for general meetings shall be established in accordance with the club's bylaws.
- If a quorum is not met, the meeting may proceed as an informational session, and decisions requiring a vote may be deferred.

#### 1.5. Participation:

- All members are encouraged to actively participate in general meetings, voice their opinions, and contribute to discussions.

### Section 2: Executive Committee Meetings

#### 2.1. Frequency:

- Executive Committee meetings shall be conducted at least once a month, or as deemed necessary by the President or a majority of the Executive Committee.

#### 2.2. Agenda Planning:



- The President, in consultation with the General Secretary, shall plan the agenda for Executive Committee meetings, incorporating input from committee members.

### **2.3. Notice:**

- Executive Committee members shall be notified of meetings in advance, specifying the date, time, and agenda.
- Emergency meetings may be called with reasonable notice.

### **2.4. Quorum:**

- A quorum for Executive Committee meetings shall be established in accordance with the club's bylaws.
- If a quorum is not met, the meeting may proceed for discussion, but decisions requiring a vote may be deferred.

### **2.5. Minutes:**

- Detailed minutes shall be recorded for each Executive Committee meeting, outlining discussions, decisions, and action items.
- Minutes shall be made available to all Executive Committee members promptly after the meeting.

### **2.6. Action Items:**

- Action items identified during Executive Committee meetings shall be assigned to responsible members, with deadlines for completion.

These provisions establish the framework for conducting general meetings and Executive Committee meetings in the RUET Cyber Security Club. Regular and organized meetings contribute to effective communication, collaboration, and decision-making within the club. For specific details and procedures, refer to the club's bylaws.

## **Article VII: Finances**

### **Section 1: Funding Sources**

#### **1.1. University Allocation:**

- The RUET Cyber Security Club shall actively seek financial support and resources from the university's allocated budget for student clubs and organizations.

#### **1.5. Fundraising (with Advisor Approval):**

- The club may engage in fundraising activities, such as events or campaigns, to generate additional funds when necessary.
- Prior approval from the Senior Advisor is required for any fundraising initiatives.

## Section 2: Financial Reports

### 2.1. Record Keeping:

- The Treasurer shall maintain accurate and up-to-date financial records, documenting all income, expenses, and transactions.

### 2.2. Financial Reports:

- Financial reports shall be presented at each Executive Committee meeting and, when necessary, at general meetings.
- The reports shall include a breakdown of income, expenses, and the overall financial status of the club.

### 2.3. Transparency:

- Financial reports shall be made accessible to all club members upon request.
- Members shall have the opportunity to inquire about financial matters during general meetings.

### 2.4. Annual Audit:

- An annual financial audit may be conducted, involving an impartial review of the club's financial records.
- The results of the audit shall be shared with the Senior Advisor and the Executive Committee.

### 2.5. Advisor Approval for Expenditures:

- All significant expenditures must receive prior approval from the Senior Advisor before implementation.
- The Senior Advisor may establish a threshold for expenditures requiring their approval.

These provisions outline the sources of funding and financial management practices for the RUET Cyber Security Club. The emphasis on transparency, accountability, and obtaining approval for fundraising and significant expenditures aligns with responsible financial stewardship. For additional details and specific procedures, please refer to the club's bylaws.

## Article VIII: Amendments

### Section 1: Process for Amendments

#### 1.1. Proposal of Amendments:

- Any member of the RUET Cyber Security Club may propose amendments to the constitution by submitting a written proposal to the Executive Committee.

#### 1.2. Review by the Executive Committee:

- The Executive Committee shall review the proposed amendment and assess its alignment with the mission and objectives of the club.

### **1.3. Recommendation by the Executive Committee:**

- After review, the Executive Committee shall make a recommendation to either accept, reject, or modify the proposed amendment.

### **1.4. Notice to Members:**

- If the Executive Committee recommends the acceptance of the proposed amendment, a notice shall be sent to all members at least [Specify Duration] prior to a general meeting where the amendment will be discussed.

### **1.5. Discussion and Voting:**

- The proposed amendment shall be discussed during the designated general meeting, allowing members to express their opinions and ask questions.
- A vote shall be conducted, and the amendment will be approved if it receives a two-thirds majority vote from the members present.

### **1.6. Approval by Advisors:**

- Following approval by the members, the proposed amendment shall be presented to the Senior Advisor for final approval.

### **1.7. Record Keeping:**

- All proposed amendments, discussions, and voting outcomes shall be documented in the minutes of the general meeting.

### **1.8. Immediate Effect:**

- Approved amendments shall take immediate effect unless a specific effective date is stipulated in the amendment.

### **1.9. Communication of Amendments:**

- Any approved amendments shall be communicated to all members through appropriate channels, ensuring awareness of the changes to the constitution.

### **1.10. Archiving:**

- A copy of the amended constitution, clearly indicating the changes made, shall be maintained and archived for reference.

These provisions outline the process for proposing, reviewing, and approving amendments to the constitution of the RUET Cyber Security Club. The inclusion of a transparent and democratic process ensures that changes to the constitution are carefully considered and align with the interests of the club's members. Refer to the club's bylaws for additional details and specific procedures related to constitutional amendments.



# Bylaws of RUET Cyber Security Club

## Bylaw 1: Removal of Executive Committee Members

### Section 1: Grounds for Removal

#### 1.1. **Incompetence or Negligence:**

- An Executive Committee member may be subject to removal if they are found to be consistently incompetent or negligent in fulfilling their duties.

#### 1.2. **Breach of Code of Conduct:**

- Violation of the club's Code of Conduct, ethical standards, or university policies may constitute grounds for removal.

#### 1.3. **Failure to Attend Meetings:**

- Executive Committee members are expected to actively participate in meetings, and consistent failure to attend without valid reasons may lead to removal.

#### 1.4. **Loss of Membership Eligibility:**

- If an Executive Committee member loses their eligibility for club membership, they shall be automatically removed from their position.

### Section 2: Initiation of Removal Process

#### 2.1. **Submission of Complaint:**

- Any club member may submit a written complaint against an Executive Committee member, outlining the grounds for removal.

#### 2.2. **Review by Executive Committee:**

- The Executive Committee shall review the complaint, conduct an internal investigation, and determine whether there are sufficient grounds for removal.

#### 2.3. **Notification to Concerned Member:**

- If the Executive Committee finds grounds for removal, the concerned Executive Committee member shall be notified in writing, specifying the reasons for potential removal.

### Section 3: Appeal Process

#### 3.1. **Right to Appeal:**

- The Executive Committee member facing removal shall have the right to appeal the decision.

### **3.2. Appeal to Advisory Board (if applicable):**

- If an Advisory Board exists, the appealed case may be presented to them for an impartial review.

### **3.3. Final Decision:**

- The decision of the appeal, whether conducted by the Executive Committee or an Advisory Board, shall be final.

## **Section 4: Replacement of Removed Member**

### **4.1. Interim Appointment:**

- In the event of the removal of an Executive Committee member, the Executive Committee may appoint an interim replacement until the next regular election.

### **4.2. Election of Permanent Replacement:**

- A permanent replacement for the removed Executive Committee member shall be elected during the next regular election, following standard election procedures.

## **Section 5: Confidentiality**

### **5.1. Confidentiality of Proceedings:**

- All proceedings related to the removal of an Executive Committee member shall be conducted confidentially, protecting the privacy and reputation of all involved parties.

## **Section 6: Documentation**

### **6.1. Record Keeping:**

- Detailed records of the removal process, including the complaint, investigation, decision, and any appeals, shall be maintained for reference and transparency.

These bylaws provide a structured process for the removal of Executive Committee members, emphasizing fairness, transparency, and adherence to ethical standards. The inclusion of an appeal process ensures a mechanism for members to address concerns and seek impartial review. Refer to the club's constitution for the broader context and framework within which these

## **Bylaw 2: Quorum for Meetings**

### **Section 1: General and Executive Committee Meetings**

#### **1.1. Quorum Definition:**

- For both general and Executive Committee meetings, a quorum shall consist of at least 50% of the total Executive Committee members, excluding the President and General Secretary.

#### **1.2. Establishment of Quorum:**

- A meeting may commence if the number of Executive Committee members present, excluding the President and General Secretary, meets or exceeds the 50% quorum requirement.

#### **1.3. Decision-Making in the Absence of Quorum:**

- If a quorum is not met, discussions may proceed, but decisions requiring a vote shall be deferred to the next meeting where a quorum is present.

These bylaws define a quorum as at least 50% of the total Executive Committee members, excluding the President and General Secretary, ensuring active participation in meetings and decision-making processes. Refer to the club's constitution for the broader context and framework within which these bylaws operate.

### **Bylaw 3: Session and Event Management**

#### **Section 1: Regular Sessions**

##### **1.1. Frequency:**

- Regular sessions shall be conducted at least one per month, providing members with ongoing educational content, workshops, or discussions related to cybersecurity.

##### **1.2. Notice:**

- Members shall be notified of regular sessions in advance through appropriate channels, specifying the date, time, and agenda.

##### **1.3. Facilitation:**

- The Executive Committee or designated members shall facilitate regular sessions, ensuring engagement and participation.

#### **Section 2: Capture The Flag (CTF) Competitions**

##### **2.1. Organizational Responsibility:**

- The club shall organize Capture The Flag (CTF) competitions to enhance members' practical skills in cybersecurity.

##### **2.2. Frequency:**

- CTF competitions shall be organized at least [Specify Frequency], with variations in format and difficulty to cater to different skill levels.

##### **2.3. Prizes and Recognition:**



- Prizes or recognition may be awarded to participants based on their performance in CTF competitions.

## Section 3: External Instructor Invitations

### 3.1. Purpose:

- External instructors may be invited to conduct specialized sessions or workshops, providing diverse perspectives and expertise in cybersecurity.

### 3.2. Approval:

- Invitations to external instructors shall be subject to approval by the Executive Committee and, if necessary, the Senior Advisor.

### 3.3. Logistics and Coordination:

- The Executive Committee shall handle the logistics and coordination of external instructor sessions, ensuring a smooth and beneficial experience for both the instructor and the members.

### 3.4. Feedback and Evaluation:

- Members shall be encouraged to provide feedback on external instructor sessions to assess their effectiveness and relevance.

These bylaws outline the management of regular sessions, Capture The Flag (CTF) competitions, and the process for inviting external instructors in the RUET Cyber Security Club. The inclusion of guidelines for each type of activity ensures the effective planning, organization, and execution of diverse events within the club. Refer to the club's constitution for the broader context and framework within which these bylaws operate.

## Bylaw 4: Code of Conduct

### Section 1: Standards of Behavior

#### 1.1. Professionalism:

- Members of the RUET Cyber Security Club shall conduct themselves with professionalism, integrity, and respect for others in all interactions within and outside the club.

#### 1.2. Inclusivity:

- The club values inclusivity and diversity. Members shall contribute to an environment that is welcoming to individuals of all backgrounds, experiences, and perspectives.

#### 1.3. Ethical Behavior:

- Members are expected to adhere to ethical standards in all cybersecurity-related activities and discussions, upholding the principles of legality, honesty, and fairness.

#### 1.4. Respect for Resources:

- Members shall use club resources responsibly, including physical, financial, and intellectual resources.

#### **1.5. Compliance with University Policies:**

- Members are required to comply with all university policies and regulations in conjunction with club activities.

## **Section 2: Disciplinary Procedures**

#### **2.1. Complaint Submission:**

- Any member may submit a written complaint against another member for a violation of the Code of Conduct.

#### **2.2. Review by Executive Committee:**

- The Executive Committee shall review the complaint, conduct an internal investigation, and determine whether a violation has occurred.

#### **2.3. Informal Resolution:**

- When appropriate, the Executive Committee may pursue an informal resolution, such as counseling or mediation, to address the issue.

#### **2.4. Formal Disciplinary Action:**

- If informal resolution is not feasible or unsuccessful, the Executive Committee may take formal disciplinary action, which may include warnings, suspension, or expulsion from the club.

#### **2.5. Appeal Process:**

- Members facing disciplinary action have the right to appeal the decision. The appeal process may involve a review by an impartial body, such as an Advisory Board.

#### **2.6. Notification of University Authorities:**

- In severe cases, or when required by university policies, the Executive Committee may notify relevant university authorities of disciplinary actions taken.

These bylaws establish the standards of behavior expected from members in the RUET Cyber Security Club and outline the procedures for addressing violations of the Code of Conduct. The inclusion of both informal and formal resolution processes ensures a fair and balanced approach to handling disciplinary matters. Refer to the club's constitution for the broader context and framework within which these bylaws operate.

# Bylaw 5: Amendments to the Bylaws

## Section 1: Proposal of Amendments

### 1.1. Member Initiative:

- Any member of the RUET Cyber Security Club may propose amendments to the bylaws by submitting a written proposal to the Executive Committee.

### 1.2. Review by Executive Committee:

- The Executive Committee shall review the proposed amendments and assess their alignment with the club's mission and operational needs.

## Section 2: Approval Process

### 2.1. Recommendation by Executive Committee:

- After review, the Executive Committee shall make a recommendation to either accept, reject, or modify the proposed amendments.

### 2.2. Notice to Members:

- If the Executive Committee recommends the acceptance of the proposed amendments, a notice shall be sent to all members at least [Specify Duration] prior to a general meeting where the amendments will be discussed.

### 2.3. Discussion and Voting:

- The proposed amendments shall be discussed during the designated general meeting, allowing members to express their opinions and ask questions.
- A vote shall be conducted, and the amendments will be approved if they receive a two-thirds majority vote from the members present.

## Section 3: Final Approval

### 3.1. Approval by Advisors:

- Following approval by the members, the proposed amendments shall be presented to the Senior Advisor for final approval.

### 3.2. Immediate Effect:

- Approved amendments shall take immediate effect unless a specific effective date is stipulated in the amendments.

### 3.3. Communication of Amendments:

- Any approved amendments shall be communicated to all members through appropriate channels, ensuring awareness of the changes to the bylaws.

These bylaws outline the process for proposing, reviewing, and approving amendments to the bylaws of the RUET Cyber Security Club. The inclusion of a transparent and democratic process ensures that changes to the bylaws are carefully considered and align with the interests of the club's members. Refer to the club's constitution for the broader context and framework within which these bylaws operate.

## Bylaw 6: Ratification

### Section 1: Initial Ratification

#### 1.1. Approval by Executive Committee:

- The initial set of bylaws for the RUET Cyber Security Club shall be approved by the founding members of the Executive Committee.

#### 1.2. Senior Advisor Review:

- The finalized set of bylaws shall be reviewed and approved by the Senior Advisor before formal ratification.

### Section 2: Subsequent Amendments and Ratification

#### 2.1. Process for Amendments:

- Any amendments to the bylaws, as per Bylaw 5, shall follow the outlined process for proposal, review, and approval.

#### 2.2. Ratification of Amendments:

- Approved amendments shall be ratified by the Executive Committee and the Senior Advisor to become part of the official bylaws.

### Section 3: Notification of Members

#### 3.1. Communication of Ratification:

- Members shall be notified of the ratification of the initial bylaws and any subsequent amendments through appropriate channels.

#### 3.2. Availability of Bylaws:

- The ratified bylaws, including any amendments, shall be made available to all members for reference.

### Section 4: Periodic Review

#### 4.1. Review Schedule:

- The Executive Committee, in consultation with the Senior Advisor, shall establish a periodic schedule for reviewing the bylaws to ensure their relevance and effectiveness.

#### 4.2. Amendment Proposals:

- During periodic reviews, any necessary amendments to the bylaws may be proposed and subject to the process outlined in Bylaw 5.

These bylaws establish the procedures for the initial ratification of the bylaws, subsequent amendments, and the communication of such changes to the members of the RUET Cyber Security Club. The inclusion of a periodic review ensures that the bylaws remain aligned with the evolving needs and dynamics of the club. Refer to the club's constitution for the broader context and framework within which these bylaws operate.

Signature and Date:

