

**The Constitution of
Cyber Security Club at the Ohio State University**

11/16/21

Article I - Name, Purpose, and Non-Discrimination Policy of the Organization

Section 1: Name

This organization is named Cyber Security Club at the Ohio State University.

Section 2: Purpose

Our organization's purpose is to promote cyber and information security across the university community, teach different tools used in both defensive and offensive cyber security, and represent the Ohio State University at Capture the Flag events across the nation.

Section 3: Non-Discrimination Policy

In recognition of the importance of welcoming diversity for the sake of varied perspectives, and for the benefit of humanity, this club welcomes all people. This means that our organization does not discriminate on the basis of age, ancestry, color, disability, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, race, religion, sex, sexual orientation, protected veteran status, or any other bases under the law, in its activities, programs, admission, and employment.

Section 4: Sexual Misconduct Statement

As a student organization at the Ohio State University, Cyber Security Club at the Ohio State University expects its members to conduct themselves in a manner that maintains an environment free from sexual misconduct. All members are responsible for adhering to University Policy 1.15, which can be found here:

<https://hr.osu.edu/public/documents/policy/policy115.pdf>.

If you or someone you know has been sexually harassed or assaulted, you may find the appropriate resources at <http://titleIX.osu.edu> or by contacting the Ohio State Title IX Coordinator at titleIX@osu.edu.

Article II - Qualifications and Categories of Membership

Section 1: Categories

Membership for Cyber Security Club at the Ohio State University will be defined as currently-enrolled Ohio State University students (undergraduate and graduate) that attend at least one non-election meeting a semester (referred to as Members). This definition meets the requirements specified by the Guidelines for Student Organizations. Members will have voting

power during the elections. Alumni and faculty of the University are welcome to attend events and assist with the organization as they see fit, however they will be granted a separate type of membership (referred to as Alumni/Faculty Members) that does not have voting power. Alumni/Faculty Members are not required to attend meetings to retain their membership.

Section 2: Additional Qualifications

There are no requirements beyond the above to become a Member. All majors are eligible to become a Member and there are no dues.

Article III - Methods for Removing Members and Officers

Section 1: Member Removal

If a Member or Alumni/Faculty Member engages in behavior that is detrimental to advancing the purpose of this organization, violates the organization's constitution or by-laws, or violates the Code of Student Conduct, university policy, or federal, state or local law, the Member or Alumni/Faculty Member may be removed through a two-thirds majority vote of the Executive Board in consultation with the organization's advisor.

Section 2: Officer Removal

Any officer of the chapter may be removed from their position for cause. Cause for removal includes, but is not limited to: violation of the constitution or by-laws, failure to perform duties, or any behavior that is detrimental to advancing the purpose of this organization, including violations of the Student Code of Conduct, university policy, or federal, state, or local laws. Any officer (elected or appointed) may be removed from their position through a two-thirds majority vote of the Executive Board in consultation with the organization's advisor.

Section 3: FERPA Considerations

In the event that the reason for member or officer removal is protected by the Family Educational Rights and Privacy Act (FERPA) or cannot otherwise be shared with members (e.g., while an investigation is pending), the Executive Board, in consultation with the organization's advisor, may vote to temporarily suspend a member or officer per the same rules as removal.

Article IV - Organization Leadership

Section 1: President

The president will be the primary leader of the organization. The president must ensure that the organization fulfills all requirements and is in good standing with the University. The president will also work to plan weekly events, help with recruitment, and assist in obtaining funds. The president must complete annual training at the Union. A president may serve no more than two years in total. President is an elected role, subject to the process specified in Article V.

Section 2: Vice President

The vice president will act as the secondary leader of the organization. The vice president will assist in planning weekly events and help plan recruitment strategies. The vice president will act as the president whenever the president is unavailable. A vice president may serve no more than two years in total. Vice President is an elected role, subject to the process specified in Article V.

Section 3: Treasurer

The treasurer will manage the budget and funding for the organization. The treasurer should also work toward obtaining more funding for the organization by engaging university, college, and external fundraising opportunities. The treasurer will apply for funding through the Union as needed. The treasurer must complete annual training at the Union. Treasurers may serve no more than two years in total. The treasurer shall attend the twice-monthly E-Council meeting (or whatever the college currently requires) or shall find a reliable replacement to fulfill this requirement for funding. Treasurer is an elected role, subject to the process specified in Article V.

Section 4: Executive Board

The Executive Board is composed of the above three elected officer positions.

Section 5: Advisor

The advisor shall help with the organization in issues related to the department and general university where the other members may not be able to assist. The advisor should also provide direction to the organization. The advisor is required to complete training every two years through the Union.

Section 6: Other Officer Positions

As the organization expands, it may be prudent to add officer positions for different functions. There can be any number of additional officer positions, appointed by a two-thirds majority of the Executive Board. As these roles are appointed they are not subject to the process specified in Article V, though members of the Executive Board may determine under what conditions they will give their endorsement for an appointment (e.g. holding an election anyways). Additional officer positions could be anything from e.g. chairs for committees to a secretary. All officer responsibilities may be delegated to other club members, though they are ultimately the responsibility of the aforementioned officers.

Section 7: Officer Attendance

Each officer shall be required to attend at least 75% of the club meetings.

Article V - Election / Selection of Organization Leadership

All elected officer roles shall be elected by a plurality vote from the voting members in attendance (in-person or virtually). A vote for each elected officer position will occur once per academic year, and additionally as that position becomes available (e.g. via resignation). Members will be notified of a vote at least one week preceding the vote. Only voting members may run for a leadership position. If a member wishes to run for a position, that member must notify the current leadership of their intention to run.

Elections must be scheduled such that there is never more than one consecutive semester without an election for each elected position. (For example, if someone is elected in November of 2021, there must be another election for their position before the end of the Autumn 2022 semester).

If a member of the Executive Board wishes to resign, then an election for their replacement shall take place at the meeting a week from the meeting following the resignation. This will give the members time to be notified of the opening and to notify the remaining officers of any intention of running.

Article VI - Advisor(s) or Advisory Board: Qualification Criteria

The advisor of Cyber Security Club at the Ohio State University shall be a faculty or staff member of the university. Ideally the advisor would have technical, preferably security, experience or eagerness to learn.

Article VII - Meetings and Events of the Organization: Required Meetings and Their Frequency

To be considered a member of Cyber Security Club at the Ohio State University, students must attend at least one non-election meeting a semester for every semester that is not a summer term. For an event to be considered a meeting, it must be advertised in club communications and attended by one or more officers.

Students of other universities are generally welcome to attend our meetings, but are not considered members. Occasionally, a meeting may only be open to Ohio State University students, and this will be made clear in our communications.

Article VIII - Attendees of Events of the Organization: Behavior

The organization reserves the right to address member or event attendee behavior where the member or event attendee's behavior is disruptive or otherwise not in alignment with the organization's constitution.

Article IX - Method of Amending Constitution: Proposals, Notice, and Voting Requirements

Any proposed amendments should be presented to the organization in writing and should not be acted upon when initially introduced. The proposed amendments will be read in the general meeting, then the vote will be taken and will require affirmation by two-thirds of the voting members in attendance (in-person or virtually) to be passed. The vote must be announced with at least one week's notice.

Article X - Method of Dissolution of the Organization

The organization shall be dissolved if all members of the Executive Board and the advisor vote to dissolve the organization. If the organization holds any debts, any organization assets must be used to pay these debts off. Any remaining assets are to be donated. The organization to which the assets are donated must be determined at the time of dissolution by the president, with approval of the advisor. Student Activities staff must be notified to remove the organization from the official student organization directory.