

# **Women In Cybersecurity**

## **Student Organization Constitution**

### **ARTICLE I. NAME OF ORGANIZATION**

This organization is named Women in Cybersecurity at Ohio State University. This organization is a student chapter of the national Women in Cybersecurity organization, which may also be called WiCyS for short.

### **ARTICLE II. ORGANIZATION PURPOSE**

This organization shall work toward recruiting and retaining people in the field of cybersecurity. This organization will also offer a space for those of all gender identities to learn skills and improve their understanding of cybersecurity. This may include teaching members how to use certain tools and techniques in the field. This organization will also host socials and give members the opportunity to network with each other and security companies.

### **ARTICLE III. UNIVERSITY REGULATIONS**

#### **Section A. Harassment and Discrimination, including Sexual Misconduct**

*Women in Cybersecurity agrees that it will not engage in sexual misconduct nor any harassment or discrimination 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 basis in accordance with the Student Organization Registration Guidelines.*

#### **Section B. Hazing**

*Women in Cybersecurity agrees to maintain a zero-tolerance policy for hazing, in compliance with Ohio State University and Collin's Law. All members must conduct themselves in a manner that supports an environment free from hazing. Hazing includes any activity, regardless of consent, that causes or creates a substantial risk of physical, mental, or emotional harm or humiliation to any individual as part of membership or affiliation with the student organization. If found responsible for hazing, members and/or the organization may face disciplinary actions.*

#### **Section C. Bylaws**

*Women in Cybersecurity retains the right to maintain separate bylaws to outline the day-to-day operations of the organization and to clarify policies and procedures otherwise not included in the previous articles. Bylaws and/or other guiding documents may not take precedence over the*

*requirements set forth by local, state, and federal laws, The Ohio State University's regulations, policies, and procedures, and the Council on Student Affairs (CSA) Student Organization Registration Guidelines. Organizations may make amendments and changes to the bylaws without consulting the Ohio Union & Student Activities department, and changes to bylaws do not require approval. All elements of organizational bylaws shall be consistent with the organization's currently approved constitution on file and CSA constitution requirements.*

## **ARTICLE IV. MEMBERSHIP**

### **Section A. Membership Eligibility**

Membership for the Women in Cybersecurity at Ohio State University chapter will be defined as a student that attends at least two meetings a semester. Members will have the ability to run for elections, which will be held whenever there is a board vacancy. General membership shall be restricted to students, either undergraduate or graduate. Alumni and faculty 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 B. Member Selection**

Members can come to any meeting to be considered to be a member of our organization and must attend meetings two times a year.

### **Section C. Membership Timeline**

Membership will be on a yearly basis. Membership is open on a rolling basis.

### **Section D. Member Removal**

A member can be removed if they break any of the university regulations or cause the club any problems such as financial issues, misconduct, assaulting or harassing another member, etc. The process of removing a member would be to provide evidence to officers for removal and then notify the member of their charges and provide them with an opportunity to defend themselves to the exec board. A meeting will then be called where the member and exec board members are present. The President then talks about why they might be getting removed based on the information given by the member who has reported them, and gives them a chance to either defend themselves and prove themselves innocent. After the hearing, a decision is then taken by the exec members and advisor by a majority vote. Members can be removed by a simple majority vote by officers and the advisor.

## **ARTICLE V. ADVISOR**

### **Section A. Advisor Duties and Responsibilities**

The advisor of Women in Cybersecurity at Ohio State University must be full-time members of the University faculty or Administrative & Professional staff. The advisor should have technical, preferably security, experience to assist in the planning of events when necessary.

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 B. Advisor Term**

The Advisor serves the term every year and is assumed to be continuing in that role unless stated otherwise.

### **Section C. Advisor Selection**

The advisor should be someone who is a full-time member of the University faculty or Administrative & Professional staff. The advisor will be selected by the current officers. The process for selecting an advisor will be to interview probable candidates who have a background in technology in order to best be able to assist us when we need help. When choosing the advisor, it will be done based on a simple majority vote.

### **Section D. Advisor Replacement**

If the advisor states that they intend to step down the following year, the officers for the incoming year should plan on selecting a new advisor meeting with other faculty if necessary. The advisor can be replaced otherwise if they are unable to fulfill their requirements or help the exec board causing delays in any deadlines or issues. The advisor can be removed by a simple majority vote from the exec board.

## **ARTICLE VI. ORGANIZATION LEADERSHIP**

### **Section A. Officer Positions**

#### **Position 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 and with the national WiCyS chapter. The president will also work to plan weekly events, help with recruitment, and assist in obtaining funds. The president would also vote in the case of a tie in

any group decisions. The president must complete annual training at the Union. A president may serve no more than two years.

### **Position 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.

### **Position 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 private donors, fundraising, and other means. The treasurer will apply for funding through the Union. The treasurer must complete annual training at the Union. Treasurers may serve no more than two years.

### **Position 4: 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.

### **Position 5: Professional Development**

This position would serve the purpose to assist students to develop their professional careers. The responsibilities would include connecting with industry professionals, potential sponsors, and current OSU staff for opportunities towards WiCyS members. Professional Development can also organize meetings that will enhance students' careers.

### **Position 6: Marketing**

This position will be in charge of all social media that connects to our organization, which includes Instagram, LinkedIn, etc. Marketing would also be in charge of all flyers and announcements on Discord.

### **Position 7: Student Advisor**

The Student Advisor will guide the executive board by offering insights on opportunities and shaping the organization's direction. This role involves mentoring, sharing experiences, and aligning initiatives with student interests. The advisor also helps connect the board to resources and opportunities that benefit students.

### **Position 8: Other Positions**

As the organization expands, it may be prudent to add board positions for different functions. The positions shall be reassessed at the end of each year.

### **Section B. Officer Eligibility**

All members who show active attendance in the club after one academic semester are eligible to apply for open roles in March. Members are allowed to apply for as many positions as they want.

### **Section C. Officer Selection Process**

Positions that are open will be overseen by the current exec board. They may do interviews or ask possible elected members to fill out a survey with questions on what they would do if assigned the position. The members can put themselves up for self nomination by filling out the required survey in order to be eligible. The survey will be sent out and members will have one week to be able to fill it out to be eligible for any positions they want to run for. The positions for the incoming year will be determined by the outgoing officers. A decision will be made by the outgoing officers based on a simple majority vote in each position that is up for election. In the event of a tie among the outgoing officers, the current President shall cast the deciding vote.

### **Section D. Officer Removal**

An officer can be removed from their role for any cause. This can include but not be limited to: violation to the constitution or by-laws, failure to perform duties, or any behavior that causes problems in the purpose of this organization, including violations of the Student Code of Conduct, university policy, or federal, state, or local laws. The Executive Committee may act for removal upon a two-thirds affirmative vote of the executive board in consultation with the organization's advisor.

## **ARTICLE VII. ORGANIZATION DISSOLUTION**

### **Section A. Dissolution Requirements**

The organization shall be dissolved if all members of the executive board and the advisor vote to dissolve the organization. Dissolution of the organization can occur by a two thirds majority vote and the approval of the advisor is obtained. The Union must be notified to remove the organization from the official student organization directory, and the national WiCyS organization must be notified of the chapter's dissolution.

### **Section B. Dissolution Procedures, including Assets and Debts**

If there are any debts, any organization assets must be used to pay these debts off and be able to cover them. Any remaining assets are to be donated to the University. If there are still existing

debts, then it is the responsibility of the current exec board to create a plan to raise any money to cover the debts that couldn't be covered by their existing assets prior to dissolution.

## **ARTICLE VIII. CONSTITUTIONAL AMENDMENTS**

### **Section A. Amendment Process**

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 a two-thirds majority to be passed. The vote will be announced one week after.