

## **Student Organization Constitution**

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

The full title of the organization is “Cyber Security Club at The Ohio State University”. Recognized acronyms abbreviations, and alternate titles include, but are not limited to “CSC”, “CSC@OSU”, “OSUCYBER”, and “Cyber Security Club”.

### **ARTICLE II. ORGANIZATION 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.

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

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

Cyber Security Club *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**

Cyber Security Club *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**

Cyber Security Club *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**

All currently-enrolled Ohio State University students (undergraduate and graduate) are eligible to become members.

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

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 B. Member Selection**

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).

## **Section C. Membership Timeline**

There is no specific timeline for the process of becoming a member. All meeting officially announced by the officers of the Cyber Security Club, except the officer election meeting, are valid meetings for the purpose of gaining membership.

This includes all meetings before and after an officer election. All meeting that take place in a semester without an officer election are also valid for the purpose of membership

## **Section D. 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.

Members will be given notice of removal within 24 hours.

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 V. ADVISOR**

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

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 or advice to the organization. The advisor is required to complete training every two years through the Union.

### **Section B. Advisor Term**

An Advisor's term will have no minimum or maximum limits required beyond those required or specified in the Cyber Security Club by-laws, the Code of Student Conduct, university policy, or federal, state or local law.

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

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.

Officer's may invite a faculty or staff member that they deem qualified to be an advisor following approval by a two-thirds majority vote of the Executive Board.

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

Should the need to replace the Advisor arise whether through resignation, termination, removal by the executive board, or any other reason, the regular advisor selection requirements and process will apply.

Should there be an emergency need to immediately replace the Advisor, any of the following officers may appoint and a willing, able and qualified candidate for a temporary term of one week: President, Vice President, or Treasurer.

## **ARTICLE VI. ORGANIZATION LEADERSHIP**

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

#### **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 VI Section C.

#### **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 VI Section C.

#### **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

bi-weekly 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 VI Section C.

#### Executive Board

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

#### 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 VI Section C, 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 B. Officer Eligibility**

All Members in good standing are eligible to become officers. Alumni and Faculty Members are not eligible to become officers. Additionally Members must be full time students in order to be selected as President or Treasurer. A member seeking to become Vice President must be in good standing with the university

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

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.

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).

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

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.

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.

In the event that the reason for 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 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.

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

Remaining assets when the organization is dissolved, estimated to be worth more than \$30, should be auctioned off. Money held by the organization should be used to repay any existing debts. All remaining money after paying debts should be donated, to a charity or some other non-profit organization aligned with the mission of the Cyber Security Club, agreed on by both the Executive Committee and Advisor. If debts cannot be repaid with existing funds the Executive Committee will coordinate with their advisor to determine the best way to handle it.

Finally, the Executive Committee and Advisor must work together to follow all relevant disillusion proceedings of The Ohio State University. Student Activities staff must be notified to remove the organization from the official student organization directory.

## **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 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.