

Miami University Cybersecurity Club Constitution

04/06/2021

ARTICLE I - NAME-----

The name of this organization shall be the Miami University Cyber Security Club.

ARTICLE II - MISSION-----

The purpose of this organization is to discuss and learn about the field of cyber security. This club will discuss with its members Ethical Hacking methods and strategies as well as how to prepare, defend, and mitigate against potential cyber threats. Each member will gain valuable and actionable insight through workshops, practical application, and knowledgeable guest speakers. It is the goal of this organization to thoroughly discuss and analyze the world of cyber security as well as the tools and techniques used in the field. We aim to use these tools in a controlled manner to gain a greater understanding of how they work and how to defend against them.

ARTICLE III - MEMBERSHIP-----

Section 1: Membership is entirely contingent reading of and signing of the club Code of Ethics and this document. It is the responsibility of each member to return the signed documents to the club in a timely manner upon joining and to abide by the tenets within. Any breach of these documents will result in a disciplinary review composed of the sitting Leadership team and subject to expulsion, covered in **ARTICLE VIII**. If a prospective member refuses to sign either of these forms, they will not be recognized as a member and not permitted to take part in the organization's events.

Section 2: Any full-time student enrolled in Miami University may become a member of this Club with voting privileges and potential for an officer position. Members may join the club by emailing the Social Coordinator, who will then supply the individual with the required forms and information.

Section 3: There are no fees to join this organization and no membership dues.

Section 4: Recruitment will take place through the club fair and physical/digital advertisements, students will be made aware of the Miami University Cyber Security Club.

Section 5: Each member must be on the Hub roster to be officially recognized.

Section 6: Members must abide by the rules set forth in the Miami Student Handbook, particularly those rules pertaining to hazing, discrimination, and the integrity guidelines.

ARTICLE IV - ATTENDANCE EXPECTATION-----

Section 1: Meetings are expected to take place once every two weeks at a date and time specified by the sitting president yearly. Members may choose to participate in activities during non-stated hours, such as weekends or over school sanctioned breaks.

Section 2: Officers will be expected to take part in a bi-weekly executive meeting to discuss club content, progress, and whatever else may be needed.

ARTICLE V - EXECUTIVE OFFICERS-----

Section 1: The executive officers of the this Club shall be:

- 1) **President:** It is the duty of the president to create agendas, serve as the main point of contact for the organization, lead meetings, and work in conjunction with other officers to create club content.
- 2) **Vice President:** It is the duty of the vice president to assist the president when additional leadership is required or the president's duties are otherwise unfulfilled. The VP will work closely with the Secretary to confirm club activities on the calendar and communicate with the organization's members.
- 3) **Secretary:** It is the duty of the secretary to take minutes at meetings, communicate with members regarding meetings,

and for taking attendance. The secretary will also handle the club's calendar to organize guest speakers and optimize the schedule of the club.

- 4) **Treasurer:** It is the duty of the treasurer to handle and procure funding for the club in a responsible manner. The treasurer will give monthly reports of the club's financial status and needs. The treasurer will anticipate the financial needs of the club and is responsible for ensuring that proper funding is acquired.
- 5) **IT Coordinator:** It is the duty of the IT Coordinator to ensure club hardware and software are functioning properly and set up to accommodate the needs of the club. The IT Coordinator will maintain and upgrade club technology when it is required.
- 6) **Membership Coordinator:** It is the duty of the Social Coordinator to be the primary contact for members and prospective members. They will supply the proper documentation to prospective members and will ensure that they are signed and filed away for safekeeping.
- 7) **Event Coordinator:** It is the duty of the Event Coordinator to organize club events and guest speakers. The Event Coordinator will also be responsible for keeping members up to date on events and to request funds from the treasurer if need be.
- 8) **Social Media Coordinator:** It is the duty of the Social Media Coordinator to maintain the organization's social media affairs including but limited to: instagram, facebook, youtube, and the club's website. They will be responsible for keeping it up to date and to advertise club events and activities when they come up.

These roles will comprise the club's Leadership.

Section 2: Officers are expected to to act in accordance with the organization's rules and regulations set forth in **ARTICLE III**. Similarly, the policy of expulsion for officers is no different than that of members, and they will be expected to uphold the same standards.

ARTICLE VII - ELECTIONS-----

Section 1: The election should be conducted prior to Thanksgiving Break and voted upon by the members of the club. Newly elected officers will fully assume their responsibilities in the beginning of January.

Section 2: Any Member who is regularly participating in the club may be eligible to run for leadership positions in accordance with university policy. Those seeking the President or VP role must have been an active officer of the club for at least one full semester. Potential officers must show notable passion for cyber security, or any of its subsidiary forms, as well as a desire to lead the organization. It is expected that prospective candidates will participate actively in the club's discussions and events and show remarkable effort to improve the organization during their membership.

Section 3: New leadership will be trained by previous officers and transitioned before the beginning of the subsequent semester by the old officers, and fully assume their new roles on January 1st. The previous officers will be expected to answer questions for new officers and provide help/insight where needed to newly elected officers unless the previous officer is graduating during the semester of the election or the previous officer leaves the club entirely.

Section 4: Officers will be selected via a majority, blind vote by the present members. This vote will be held in-person unless there are significant extenuating circumstances in which an in-person vote is not possible. In such a case, provisions will be made to vote online during a specified timeframe under the supervision of the faculty advisor. In medical, family or any other extraordinary circumstances, a member may seek to participate in the quorum online with prior permission from the faculty advisor. The voting date will be advertised to all members at least two weeks prior to the voting date. Under no circumstances may any member record the proceedings of a voting quorum for the safety and security of all members of the club. ARTICLE X - NON-DISCRIMINATION and ARTICLE XI - ANTI-HAZING will be applied to all proceedings of the quorum vote and will be followed with no exceptions.

* Officer positions will be voted on in the order in which they are listed in ARTICLE V - EXECUTIVE OFFICERS. Members may choose to run for multiple positions, but may only hold one position if elected. In the event of a tie, the faculty advisor will cast the tie-breaking vote.

* Members who would like to run for an officer position must email the Secretary copying Membership Coordinator declaring their name and desired position as well as providing a brief summary of their qualifications for the position and their reasoning as to why they should be elected to that position. Each individual running for a position will only be allowed to run for three positions and if a position is won, they will be taken off the list for any other positions to which they have ran for.

Section 5: If an officer or advisor is removed for any reason while outside of the stated election time frame, an election will be held for any and all positions that are unfilled. These elections will take place no more than two weeks after the recognized termination of an officer.

Section 6: Officers may hold positions for consecutive terms, but not exceeding two full years of leadership. However, they are eligible to occupy separate positions after this two year period.

Section 7: If an advisor is removed or has parted from the organization, the sitting executive committee will find a suitable replacement. This person must understand cyber security and display a great concern for student learning.

ARTICLE VIII - EXPULSION OF OFFICERS/ADVISORS AND MEMBERS-----

- OFFICERS -

Section 1: Officers are required to attend all meetings held by the organization. If three or more meetings are missed by an appointed officer, sequentially or sporadically, they will be subject to removal. If an officer must miss a meeting, they must notify the others in Leadership positions no less than 24 hours prior to the stated time of the meeting.

Section 2: If a sufficient volume of complaints are made about an officer or advisor, a private performance review will be conducted by the current president and the officer or advisor. If the officer in question does not uphold the Code of Ethics, doesn't exhibit professionalism, breaches the tenets set forth in the Student Handbook, or is deemed unfit to be within their current role by the president, the officer or advisor in question will be subject to removal.

Section 3: The sitting president reserves the right to remove officers, advisors or members who have undergone performance/disciplinary reviews and were determined to be unfit for their role or for membership respectfully.

Section 4: A removed officer may remain in the club as a member, and will be eligible for reappointment exactly one year after their removal.

Section 5: If the reason for removal specifically violated the club's Code of Ethics, a former officer will not be eligible for reappointment unless given approval by the sitting president.

Section 6: Officers who step down voluntarily will be allowed to remain as members and election proceedings will take place to fill this role no more than one week after the recognized parting of an officer.

- MEMBERS -

Section 1: Any breach of the Code of Ethics, the Student Handbook, or if a member exhibits behavior in contrast to the club's policy on discrimination or hazing, member will be subject for removal.

Section 2: A member who is under disciplinary review will meet with the sitting vice president and Social Coordinator no more than one week after the recognized date of a member's malfeasance. If the VP and Social Coordinator believe a member should be removed, they will present their findings and disciplinary suggestions to the president. The sitting president

will then make the final decision on what to do with the member in question.

Section 3: If a member misses more than 5 of the stated official club meetings, sequentially or sporadically, the member may be subject to expulsion. A member shall give no less than 24 hours notice if they anticipate missing a meeting.

ARTICLE IX - FUNDING AND FINANCIAL EXPECTATIONS-----

Section 1: The club will petition the Associated Student Government for funding every year.

Section 2: The organization may receive financial support from outside sources, such as corporate sponsorship and/or related fundraisers.

Section 3: There will not be and never will be any membership dues.

ARTICLE X - NON-DISCRIMINATION-----

Miami University Cyber Security Club will provide equal opportunity and an environment free from discrimination on the basis of sex, race, color, religion, national origin, disability, age, sexual orientation, gender identity, military status, or veteran status. Miami University Cyber Security Club will adhere to all applicable school, local, state and federal equal opportunity/affirmative action regulations.

ARTICLE XI - ANTI-HAZING-----

Miami University Cyber Security Club will adhere and enforce cooperation with the Miami University policy against hazing, and will take action against members who violate this policy.

ARTICLE XII - AMENDMENTS-----

Amendments made to this constitution can be presented by any officers. Amendments will be reviewed during the subsequent meeting after they are proposed and will be ratified with a

majority vote and the approval of more than one sitting officer. An email will be sent out one week prior to voting and it will be conducted with the members who are present. A two-thirds vote of the present members will ratify the amendment.

CODE OF ETHICS

UPON SIGNING THIS DOCUMENT, I AGREE TO THE FOLLOWING:

1. I agree to abide by all federal, state, local and school laws.
2. I agree that my research and practice of techniques at this club are purely for academic and educational purposes. They will only be used responsibly in order to further my understanding of security.
3. Everything learned and used in this club will not be used maliciously unless there is consent from all parties involved. Malicious activity includes, but is not limited to, stealing information and data, accessing systems not owned by yourself, and attacking networks.
4. Respect personal privacy - do not use others' resources or view their information without their consent.
5. I will not become involved with any black hat societies during my time in this club.
6. I will fully acknowledge the intellectual property of others, and will never claim another's work as my own - whether it be from a member or from elsewhere.
7. Act with appropriate confidentiality when working on projects related to this club. Any information obtained from outside parties must be handled according to their wishes.
8. I will avoid and be alert to any circumstances or actions that might lead to conflicts of interest or the perception of conflicts of interest.
9. I will not advance private interests at the expense and/or detriment of others.
10. I will not withhold any knowledge of software/network vulnerabilities that may result in damage from the appropriate software authors/network administrators. In addition, I will withhold knowledge regarding these vulnerabilities to anyone else until they are rectified.
11. I understand collaboration regarding any cases violating these rules can potentially implicate me.
12. Should I choose to break any of the above rules, I understand that I may be passed to higher authorities for appropriate punishment in addition to having my standing in this club compromised. This will, of course, depend on a case by case basis.
13. I agree to cooperate with the Ethics Director in an investigation if I am suspected of violating any part of the Code of Ethics. Should I feel the investigation is unwarranted in any way, I will report the Ethic Director's actions to the President or a higher power.
14. I have read and understand the MU Cyber Security Club's constitution and certify that I will not violate any of the tenets within

Signature of (print name legibly):

Date