

CONSTITUTION & BY-LAWS
of the
Cyber Security Club
at Indiana University



ADOPTED BY THE EXECUTIVE BOARD
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Preamble

We, the members of the Cyber Security Club at Indiana University, hereby adopt and establish this Constitution to govern and serve as a guide to the operations within this organization.

Article I: Name

The official name of this organization shall be the Cyber Security Club at Indiana University, hereafter referred to as "The Club." Acceptable abbreviations of the Club's name include "CSC", "CSC at IU", and "IU CSC".

Article II: Objectives

The objectives of the Club are as follows:

1. To establish a community that encourages social, academic, and professional growth among students of Indiana University who are interested in the field of Cyber Security;
2. To provide opportunities to learn and share information, and to develop skills crucial to the field of Cyber Security;
3. To gather interest in the field of Cyber Security among secondary and post-secondary-level students alike.

Article III: Membership

Section 1: Eligibility

All undergraduate and graduate students enrolled at Indiana University Bloomington shall be eligible for membership in the Club, regardless of their ethnicity, nationality, religion, sex, gender identity/expression, sexual orientation, disability, or age.

Section 2: Requirements

To be considered a member of the Club, a student must meet the following criteria:

1. Be registered as a member on the Club's discord server
2. Be subscribed to the Club's mailing list.
3. Be in good standing with the Club.

To be considered an "active" member of the Club, a student must meet the following additional criteria:

1. Attend at least one (1) meeting per semester, excluding the summer semester.

Members are considered to be in "good standing" if they adhere to all policies and bylaws defined by this Constitution. Students who are not in good standing shall be subject to barrier from entry to all Club activities and termination of membership.

Section 3: Code of Conduct

All members are expected to adhere to the following code of conduct, else their good standing with the Club is subject to revocation. Particularly, members should not:

1. Harass, discriminate against, or commit acts of violence toward other members of the Club.
2. Use their membership to advertise or sell products and services to other members of the Club without direct approval from leadership.
3. Use their membership to recruit members of the Club for another organization (including commercial entities) without direct approval from leadership.
4. Make false claims about active membership or participation within the Club as defined in Article III Section 2.

The issuing of warnings or revocation of good standing in regard to violations of this code are at the discretion of the Club's leadership.

Section 4: Dues

Members shall not be required to pay dues to retain their membership in the Club.

Article IV: Executive Board

The Executive Board of the Club, hereafter referred to as “the Board,” acts as the governing body of the Club and is responsible for operation of the Club and enforcement of the policies and bylaws defined in this Constitution.

Section 1: Eligibility

To be eligible for membership of the Board, a student must maintain an active membership status in the Club for at least one semester. The Board may use discretion to make exceptions to this rule when necessary.

Section 2: Roles

The Board shall consist of members who hold the following roles: President, Vice President, Lead Lab Developer, Public Relations Officer, Student Engagement Officer, Financial Officer, Lab Developer, and Technology Officer. Each role shall be designated to one (1) member of the Board, with the exception of Lab Developer (“LD”). Multiple LDs may be appointed as needed.

Section 3: Duties & Expectations

Members of the Board who hold each of the roles defined in Section 2 shall have (but not be restricted to) the following duties:

1. President

- Oversee the Club and ensure its smooth operation.
- Define goals for the Board and steps that should be taken to meet those goals.
- Preside over and create agendas for monthly meetings of the entire Board.
- Act as the liaison between the Club and other University-affiliated organizations.
- Approve budgets created by the Financial Officer.
- Lead and assist other members of the Board to ensure fulfillment of duties.
- Ensure that this Constitution is properly observed and followed by all members of the Board.

- Preside over and create agendas for regular meetings with the Vice President and Lead Lab Developer to discuss club administration.
- Take minutes during club meetings and revisit minutes from previous meetings.
- Keep the Club's documents and related materials organized and manage Board members' access to those materials.
- Book rooms and spaces promptly in accordance with the Club's event schedule

2. Vice President

- Advise and assist the President as necessary.
- Perform the duties of the President in their absence.
- Assume the role of President if it has become vacant with no pre-selected appointee to fill the vacancy.
- Lead and assist other members of the Board to ensure fulfillment of duties.
- During the first semester as Vice President, shadow and observe roles on the exec board to gain a robust understanding of club operations.

3. Lead Lab Developer

- Lead and assist lab developers to ensure fulfillment of duties.
- Preside over and create agendas for regular meetings with lab developers.
- Work with lab developers to create a semester plan of all technical labs, networking events, guest events, social events, and any other internal events, and ensure that the schedule is followed.
- Manage any infrastructure necessary for the labs and communicate with anyone associated with that infrastructure.
- Assume the roles and responsibilities of any lab developers in their absence, if available.
- Work with active members of the club who are interested in presenting a lab through a “guest event”.
- Coordinate with the Student Engagement Officer to solidify potential hands-on activities such as workshops and competitions based on the feasibility of implementation.

3. Public Relations Officer

- Coordinate and maintain relationships with organizations outside of the University, such as employers or non-profit entities.
- Develop campaigns to grow the Club’s reach and promote its messages outside of the Luddy School.
- Develop marketing materials according to the Club’s design guidelines.
- Coordinate with faculty and staff to have materials published via official channels where necessary.

4. Student Engagement Officer

- Coordinate with the Student Engagement Officer and deliver weekly Club emails to members.
- Engage and communicate with members of the Club directly and ensure their needs are met when appropriate. This includes, but is not limited to, gauging interest in and seeking suggestions for potential Club activities.
- Keep track of attendance at Club activities and events. If attendance is kept via an electronic system, this includes operation and maintenance of that system.
- Work with Public Relations Officer to distribute marketing and event related materials.

5. Technology Officer

- Develop and maintain the Club website, following proper documentation in order to enhance maintainability.
- Develop and maintain the Club discord server, following proper documentation in order to enhance maintainability.
- Engage with members of the Club to further determine what additional resources/topics can be included.

6. Lab Developer

- Develop technical curriculum/literature for hands-on activities and lead said activities.

7. Financial Officer

- Coordinate with all members of the Board to determine the financial needs of the Club on an annual basis.
- Coordinate with the Luddy Office of Student Engagement (“OSE”) to determine what resources are available to meet the Club’s needs.
- Draft and submit budgets to the President for approval, then submit approved budgets to the OSE.
- When necessary, coordinate with both the Board and the OSE to arrange fundraising opportunities to clear deficits in the Club’s spending account.

In addition to the duties outlined above, all members of the Board are expected to do the following:

1. Adhere to the Code of Conduct outlined in Article III Section 3.
2. Attend all Board meetings when able.
3. Ensure that other members of the Board are fulfilling their duties.
4. Speak up when issues are seen with the operation of the Club and the actions of the Board.
5. Act as a role model both for members of the Club and the IU community at large.

Section 4: Appointments

To be appointed to the role of President, an eligible member of the Club as defined in Article IV Section 1 must have served (1) semester on the Board before gaining eligibility to apply for the position of President. The Board shall grant each nominee a chance to briefly speak before confirming the appointment via a simple majority vote.

- If the role of Vice President is open to application at this time, the nominee with the second highest recorded votes will be asked to take the position.

To be otherwise appointed to the Board, an eligible member of the Club must apply to the selected position and be confirmed via a unanimous vote by the Board. The Board shall be allowed time to interview and examine the nominee before a vote is held. If a consensus cannot be reached, the Board may debate until one is reached or another applicant can be found.

Section 5: Term Limits

Members of the Board shall not be subjected to term limits. Each semester, current members of the Board shall be allowed to retain their roles unless they are impeached, choose to resign, change roles, or have graduated. A role vacated by any of the aforementioned reasons shall result in a new member appointed to the given role.

In the case that a role is vacated due to voluntary resignation, it is asked that a 2-week notice minimum is given such that an applicant can be found and can shadow the position until the 2-week period is closed.

In the case that a role will be vacated due to graduation or other absence in the following semester, applications will become available at the start of the semester and a chosen applicant will take over the duties of the role at the midpoint of the given semester. The officer who is graduating will continue to advise and assist the chosen applicant to the best of their ability until their leave.

Section 6: Impeachment

The Board may impeach and remove any of its members via a 2/3 majority vote if it has been determined that said member has committed any of the following offenses:

1. Broken any of the policies or bylaws outlined by this Constitution.
2. Taken an action without approval of the Board that would otherwise require it.
3. Abused their role for personal, political, or financial gain.
4. Appropriated or misused club funds for uses not related to the Club's activities.
5. Failed to perform their duties and/or responsibilities as outlined by this Constitution.

A request to initiate the impeachment process must be presented in writing at an official Board meeting. The written request must include a list of grievances.

Article V: Advisors

In addition to the Executive Board, the Club's leadership should include advisors who serve to guide the club and provide resources to the Board when necessary. Advisors are not considered to be members of the Executive Board and do not have voting rights.

Section 1: Faculty Advisor

The club is assigned a Faculty Advisor from the University. Responsibilities of the Faculty Advisor are as follows:

1. Attendance at Board meetings at the request of one or more members of the Board.
2. Oversight of the Club's spending.
3. Representation of the Club's interests within the University.

Section 2: Alumni Advisors

The Executive Board may choose to appoint one or more previous members of the Board who have since graduated to assist with operation of the Club as Alumni Advisors. This role may include duties such as giving informal advice, providing external resources, or granting access to one's professional network for use by the Board. A list of current Alumni Advisors should be maintained publicly, but their duties may be communicated informally and do not require documentation.

Article VI: Activities

Section 1: Events

An event includes any Club activity that is open to all members of the Club and possibly the public. These events shall be held weekly, serve the objectives outlined in Article II, and be organized by the appropriate parties as outlined in Article IV. Events shall not be held on the following days:

1. Official University holidays and breaks as defined by the Office of the Registrar.
2. Days during the week in which final exams take place.
3. Days during the week prior to final exams ("dead week"), unless the event is considered to be "low-stakes" and is an opportunity for relaxation.
4. Any day on which a large gathering of people would violate any current laws or University guidelines/policies.

Section 2: Board Meetings

Meetings including all members of the Executive Board and optionally the Club's advisors should be held every week to discuss the Club's current progress, revise the event schedule, and plan new events for weeks that have not been put onto the schedule yet. The President may also call an impromptu Board meeting such that a 48 hours notice is given to the rest of the Board.

Article VII: Policies

The club, in its operation and actions, shall adhere to the following policies.

Section 1: Transfer and Distribution of Assets

The Club shall never be operated in a for-profit manner or for the financial gain or profit of any private individual. Any transfer of assets, liquid or non-liquid, from the Club to another entity should be strictly for the direct benefit of the Club's members and should be approved by both the Executive Board and the Luddy Office of Student Engagement. Members of the Board shall not take personal possession of any of the Club's assets unless the assets are available and unrestricted to all members of the Club, such as Club merchandise and refreshments at events.

Section 2: Political Activities

The Club shall never participate in the political campaign of any candidate for public office, attempt to influence legislation or public policy, distribute or publish propaganda, or engage in any activities considered to be of a political nature. No assets of the Club shall be transferred to or used for the benefit of any organization that engages in the previously mentioned activities.

Section 3: Data Collection & Data Privacy

It may be useful for the Club to collect data on its members to understand demographics and analyze participation. This shall only include data that is freely shared with the Club via registration on the official roster, optional surveys sent to members via e-mail, and attendance forms. This data shall never be shared with any entity or individual outside of the Club or used for purposes unrelated to the Club's mission.

Section 4: Annual Re-Registration

The Club must re-register its status as an organization each academic year with the University. This shall be done by the person who will be the top-ranking member of the Executive Board during the academic year in question.

Section 5: Notification of Leadership Changes

At the beginning of each semester, the Luddy Office of Student Engagement shall be notified of changes to the Executive Board's membership and be provided with the contact information of all new members.

Article VIII: Compliance

Each of the following sections is required to be present in this Constitution as-is by Indiana University and shall not be modified or removed unless as directed by the University.

Section 1: Statement of University Compliance

This organization shall comply with all Indiana University regulations and local, state, and federal laws.

Section 2: Anti-Hazing Policy

Hazing is strictly prohibited. Hazing shall be defined as any conduct which subjects another person, whether physically, mentally, emotionally, or psychologically, to anything that may endanger, abuse, degrade, or intimidate the person as a condition of association with a group or organization, regardless of the person's consent or lack of consent.

Section 3: Personal Gain Clause

This organization, if raising funds, shall ethically raise and distribute profits from organizational functions to either the organization or to members who provide a service that directly benefits the organization. Individual members may not receive compensation from for-profit companies if acting as a representative of a student organization.

Section 4: Programs Involving Children

This organization, when working with children, will be aware of and abide by the university's Programs Involving Children (PIC) Policy.

Article IX: Amendments

Amendments and revisions to this Constitution shall be made only after being presented to the Executive Board and passing a unanimous vote by all members of the Board. The front page of this Constitution shall be updated to reflect the date of the changes and a new copy of the revised Constitution shall be made available to the public immediately.