

UTD Cybersecurity Club Constitution

ARTICLE I: Name

Section 1. The name of this organization shall be the UTD Cybersecurity Club.

ARTICLE II: Organization

Section 1. It shall be sponsored by The University of Texas at Dallas.

Section 2. It shall be responsible for complying with all policies and regulations as set by The University of Texas at Dallas for similar student organizations.

ARTICLE III: Objectives

Section 1. The objectives of this organization shall be to:

- Encourage the pursuit of information security excellence within The University of Texas at Dallas.
- Offer information security career and technology information to its members.
- Provide networking opportunities to those interested in information security.

Section 2. The mission of this chapter shall be to promote the study and utilization of information security through programs of professional development, social networking, and community development.

ARTICLE IV: Membership

Section 1. Membership in this chapter shall be open to all students of The University of Texas at Dallas who are interested in information security.

Section 2. To maintain active membership in the chapter, a member must:

- Participate in chapter activities.
- Pay annual dues:
 - Subchapter members have the option to take on the ISSA student membership, but the club shall always maintain a minimum of 5 ISSA student members as per the documented requirements. All dues required by the ISSA will be paid by student members to maintain in good standing.
- Act in a positive manner and fulfill the obligations of membership.

Section 3. If a member is unable to fulfill his/her obligations of membership as determined by the Board of Officers, the member may have his/her membership in the chapter revoked in accordance with chapter policies.

ARTICLE V: Officers

Section 1. The officers of this chapter shall be a president, one or more vice-presidents, and either a secretary/treasurer or a secretary and a treasurer. These officers shall constitute the Board of Officers for this chapter. All officers shall be active members in good standing with this chapter. They shall serve for one (1) year or until their successors are elected and qualified.

Section 2. The duties of the officers shall include the following:

President

The President is responsible for developing and coordinating activities and services of the organization while establishing and fostering positive relationships with other relevant organizations. Duties of the chapter President include but are not limited to the following:

- Keep the Assistant Director of the Cybersecurity Club informed of all club business
- Preside over club meetings and conduct club business
- Update officers on pertinent policies and information
- Inform members of important dates and information
- Know what services are available through the Department of Information Technology & Management
- Ensure a club representative is at all club meetings and events
- Promote the club and the Cybersecurity Club Program
- Maintain knowledge on club issues including schedule, budget, spending, etc.
- Ensure club compliance with all rules and regulations set forth by the Club Program, Department of Information Technology & Management, The University of Texas at Dallas, and the North Texas ISSA chapter

Vice President

The Vice President implements and manages the organization's activities and services developed by the President. The Vice President must maintain routine contact with the President and stand in for the President when necessary. The Vice President shall assume the duties of the President in his/her absence or if he/she is incapable of performing duties. Duties of the chapter Vice President include but are not limited to the following:

- Preside over club matters in the absence of the President
- Assist the President with his or her duties
- Handle appropriate responsibilities assigned by President
- Regularly check club mailbox (at least twice a week)

Secretary

The Secretary handles all the communications to be filed with the university and other student and professional organizations. Duties of the chapter Secretary include but are not limited to the following:

- Record and circulate meeting agendas/minutes
- Establish and maintain schedules (practice and meet)
- Maintain club roster, monthly reports, and all other appropriate paperwork
- Ensure paperwork and club information is updated with the Club Office
- Handle all club correspondence: emails, flyers, etc.

Treasurer

The Treasurer is responsible for maintaining accurate records of the organization's financial status, promoting fundraising activities, assisting other officers in determining budgets for events and preparing the budget for funding proposals. Duties of the chapter Treasurer include but are not limited to the following:

- Handle all transactions concerning club funding
- Ensure appropriate paperwork and deadlines are met concerning club funding including payments, reimbursements, etc.
- Assist with club fundraising efforts

- Maintain accurate and appropriate records of all financial activity within the club
- Help the Secretary with appropriate paperwork including budget request, financial report, etc.
- Check the monthly balance with the club president and the Assistant Director of Cybersecurity Club at The University of Texas at Dallas

Corporate Relations Officer

The Corporate Relations Officer is responsible for maintaining relationships with corporate entities to provide speakers and experts for club events, meetings, and activities in addition to advising the current sitting chapter President as necessary. Duties of the chapter Corporate Relations Officer include but are not limited to the following:

- Builds relations with corporate speakers and leaders in the security arena.
- Sends out invitations for events and meetings.
- Advises the current President

Public Relations Team

The Public Relations Team is responsible for maintaining the necessary online resources needed for club operations including the chapter website and the respective club profile in the University's OrgSync system. Additionally, the Technical officer will be responsible for the creation of the physical fliers used in club marketing activities. Duties of the chapter Technical Officer include but are not limited to the following:

- Maintains club Orgsync profile
- Designs chapter flyers with inputs from the officer team
- Promotes all club events
- Maintains the club billboard
- Provides content updates to the Webmaster for the club website

Webmaster

The Webmaster is responsible for maintaining the club's website and web presence. Duties of the chapter Webmaster include but are not limited to the following:

- Maintaining the club website including all hosting and email needs
- Updating website content as provided by the Public Relations Team

Events Officer

The Events Officer is responsible for ensuring successful execution of all club events from preparation for each event through the event teardown phase. Duties of the chapter Events Officer include but are not limited to the following:

- Oversees smooth operation of events.
- Ensures room availability and tech equipment availability at the venue

Section 3. The Board of Officers of this chapter shall consist of the elected officers and the faculty advisor. The faculty advisor shall be a non-voting, ex-officio member of the Board of Officers.

Section 4. The Board of Officers shall approve the budget, determine and set chapter goals, take counsel with committees, set membership requirements, and perform such other duties as shall be referred to it by the chapter, in compliance with this constitution

Section 5. The Board of Officers shall set a regular schedule of meetings for the officers.

ARTICLE VI: Election of Officers

Section 1. Election of officers shall be held at a regularly scheduled meeting before the last class date of each Spring academic semester. All officers shall assume their official duties immediately following their election. They shall serve for one (1) year or until their successors are duly elected and installed. No term limits apply unless an officer graduates, steps out of the club, is replaced by a newly elected member, or the Club Office finds it necessary to dismiss an officer due to inappropriate conduct/behavior or broken laws. In cases which an officer is dismissed, a new officer elected by the members of the club will take their place immediately. The members of the club will vote any run-offs a second time. All out-going officers are responsible to train newly elected officers in their position to ensure continued success of the club. Any member wanting to run for Treasurer must keep all receipts, as the club is accountable for all transactions and can be asked to justify spending.

Section 2. All officers and directors who are members in good standing shall be eligible for re-election.

ARTICLE VII: Meetings

Section 1. During the school year each chapter shall hold regular meetings on such day and at such place as shall be determined by the officers.

ARTICLE VIII: Committees

Section 1. The president shall appoint, with the approval of the Board of Officers the following standing committees:

- a) Membership Development
- b) Fundraising
- c) Social/community
- d) Public Relations
- e) Program/Professional Development

Section 2. The duties of the standing committees shall be as follows:

- a) The Membership Development Committee shall devise effective plans to obtain new members on a regular basis.
- b) The Fundraising Committee shall develop and propose programs to effectively raise funds for the support of chapter initiatives and activities.
- c) The Social Committee shall plan activities that will promote fellowship and strengthen friendships within the chapter and with other organizations located within the school.
- d) The Public Relations Committee shall be responsible for informing the campus and local community of the chapter's activities and goals through the use of all forms of media and through meetings with the administration of the college/university.
- e) The Program/Professional Development Committee shall be responsible for planning monthly programs that showcase the future of information systems and provide networking and job search opportunities for members.

ARTICLE IX: Annual Dues and Annual Reports

Section 1. Currently, no chapter dues shall be collected from members. An established University fund shall be used to finance chapter activities and efforts until there comes such a need in the student sub-chapter's life where additional funding is necessary from chapter members.

Section 2. The student organization will comply with all funding and reporting requirements set forth by the University of Texas at Dallas.

ARTICLE X: Amendments

Section 1. Amendments to these bylaws shall be adopted by two-thirds (2/3) vote of the members present at any regular meeting held one month or more after a regular meeting at which the proposed amendment(s) were read, or after giving written (electronic is acceptable) notice thereof to each member one week prior to the action on such amendment(s).

These Bylaws were adopted and approved on May 16th, 2017.