

# **BYLAWS**

## **Cyber Defense Team**

### **at San Diego State University**

**These bylaws were adopted on 02 September 2016 and most recently revised on 28 July 2019.**

#### **ARTICLE I**

#### **NAME**

**Section 1**           The name of this organization shall be Cyber Defense Team at San Diego State University.

#### **ARTICLE II**

#### **PURPOSE**

**Section 1**           The purposes of this organization are to educate members in the latest computer security methodologies and techniques, and to represent San Diego State University in collegiate cyber security competitions.

#### **ARTICLE III**

#### **AUTHORITY**

**Section 1**           This organization is a recognized student organization at San Diego State University and adheres to all campus policies as set forth in the *SDSU Student Organization Handbook*.

**Section 2**           This organization may establish Standing Rules to govern administrative and procedural matters (such as time and location of meetings, etc.). Standing Rules shall not conflict with these bylaws. Standing Rules may be adopted, amended, or temporarily suspended by a majority vote present at an organization meeting where a quorum is present (**advance notice is not required**).

#### **ARTICLE IV**

#### **MEMBERSHIP**

**Section 1**           Membership in the organization shall be open to San Diego State University students enrolled in good standing with a 2.0 GPA or higher. Graduate students must maintain a 3.0 GPA or higher. Members are also expected to have an interest in Computer Science related studies.

**Section 2** This organization may have associated members who are non-SDSU students or who do not meet the above criteria. Associated Members can run for office for as long as they ~~don't~~ do not jeopardize the number required by Student Life and Leadership and/or Associated for the number of officers required to obtain recognized student organization status. Also, Associated Members cannot run for positions that are required to be SDSU students. By California State University policy, no more than 20 percent of the membership shall be individuals who are not CSU students (e.g., community members, students at other colleges, etc.).

**Section 3** Eligibility for membership or appointed or elected student officer positions may not be limited on the basis of race, religion, national origin, ethnicity, color, age, gender, gender identity, marital status, citizenship, sexual orientation, or disability. The organization shall have no rules or policies that discriminate on the basis of race, religion, national origin, ethnicity, color, age, gender, gender identity, marital status, citizenship, sexual orientation, or disability.

**Section 4** 'Good standing' membership is defined as having paid all dues and fees, attending a minimum of 1/2 of all meetings from the start of their individual membership, and all competition commitments with the exception of an excused absence. The Executive Committee must be notified of any absences 24 hours prior to a function or event and 72 hours prior to a competition for it to be considered an excused absence.

**Section 5** Concerning competitions and conferences, all members must adhere to the event's rules. The Executive Committee can choose competition and conference participants based upon attendance, participation, seniority, academic class, and overall club commitment. The Executive Committee reserves the right to add, remove, or change competitive members on any team at any time – as well as reassess conference attendees – for the stated reasons.

## **ARTICLE V**      **OFFICERS**

**Section 1** The officers of the organization shall, in order of precedence, be the President, Vice President, Treasurer, System Administrator, Secretary, and Jobs and Competition Liaison.

### **Section 2**      **Powers and Duties of Officers:**

- a. The President shall serve as the chief executive officer of the organization, shall preside at all meetings of the organization. The President is responsible for the growth and expansion of the

organization. The President shall be the official spokesperson of the organization, representing the policies, views, and opinions of the organization in its relations with the campus and community at large. The President shall appoint all committees and committee chairs. The President shall be an ex officio member of all committees. The President shall have such further powers and duties as may be prescribed by the organization.

- b. The Vice President shall preside at organization meetings in the absence of the President and shall prepare the agenda for the meetings. The Vice President shall perform all legal duties assigned by the President. The Vice President shall assume the office of President if the office becomes vacant. The Vice President is responsible for the training and preparation of the organization's members for cyber security competitions.
- c. The Treasurer shall handle all financial affairs and budgeting of the organization, maintain all necessary accounting records, and prepare financial reports for the membership. Said records shall be maintained in accordance with generally accepted accounting principles. The Treasurer shall collect and deposit all dues and fees. The Treasurer shall maintain bank accounts in the organization's name, requiring signatures of both the Treasurer and President for authorized disbursements.
- d. The System Administrator shall manage the organization's equipment and internal network. The System Administrator shall be responsible for the storage and maintenance of any networking or technical assets. The System Administrator shall be ready to deploy and manage a training attack/defense network and topic specific exercises from which members can ethically practice cyber security techniques.
- e. The Secretary shall take minutes at all meetings of the organization (both membership and Executive Committee meetings), keep these minutes on file, and submit required copies to all organization members. The Secretary shall be responsible for all organization correspondence and shall keep copies thereof on file. The Secretary shall maintain membership records for the organization, and the Secretary shall record participation points for all members present at meetings. The Secretary shall assist the Vice President in training and preparing the organization's members for cyber security competitions.
- f. The Jobs & Competitions Liaison (JCL) shall facilitate a close working relationship between the organization and competition officials. The JCL shall be responsible for finding eligible competitions for the organization to participate in. The JCL shall also be responsible for notifying the organization of competition rules and requirements. Additionally, the

JCL shall speak with employers and organizations to provide job and internship opportunities for the club. The JCL shall be responsible for seeking fundraising opportunities from external sources while abiding by SDSU regulations. The JCL may assist the Vice President in training the organization members for competitions.

- g. The faculty and staff advisor(s) may step into an officer's respective role if duties are not being performed properly and it is in approval with all officers of the Executive Committee excluding the officer which is being accused of improper duties .

**Section 3** Qualifications necessary to hold office in this organization are as follows:

California State University policies require that to be eligible for office, candidates must be in good standing with both the university and organization and regularly enrolled students at San Diego State University.

California State University policies require that the President and Treasurer maintain a minimum overall 2.0 grade point average each term and not be on probation of any kind. The President and Treasurer must be enrolled in at least six units (three units for graduate and credential students) each semester while holding office. Undergraduate students with over 150 semester units or 125 percent of the units required for a specific baccalaureate degree objective, whichever is greater, or graduate and credential students with over 50 semester units or 167 percent of the units required for the graduate or credential objective, whichever is greater, are ineligible to hold the office of President or Treasurer. Additionally, the President and Treasurer must have at least one year of membership to be eligible.

No member may hold more than one office. No member may serve more than two years in the same office.

**ARTICLE VI**      **SELECTION OF OFFICERS**

**Section 1** The President, Vice President, Treasurer, Secretary, System Administrator, and JCL are elected annually. Elections are held at the end of each spring semester and shall take place at a regularly scheduled meeting of the organization at which a quorum is present. At least one week's notice shall be provided for any meeting at which an election is to be held.

**Section 2** Official Nominations must be made at a minimum of a week before, but not more than one month before elections. Members may also nominate themselves for an office. Nominees may run as candidates only should they

have attended a minimum of half of the annual required meetings. Members who join during the semester of elections shall only have their attendance for that semester observed. Members who fall short of the 50 percent requirement but have legitimate reason may be waived by four of six votes from the Executive Committee. Eligible members will be considered for the position should they accept their nomination.

- a. With a majority Executive board approval (four out of the six officers) the one week notification for potential candidates running for positions may be waived.

**Section 3** The officers shall be elected in this order: President, Vice President, Treasurer, System Administrator, Secretary, and JCL.

**Section 4** Officers shall be elected by a majority vote. If no candidate receives a majority vote, a runoff election shall be held between the two candidates receiving the highest number of votes. In the event of a tie, there shall be a revote. If the result of the revote is still a tie, the election shall be decided by the flip of a coin.

**Section 5** After a set of candidates present their cases for one of the desired positions, they must leave the room. The floor will be opened to discuss their qualifications, and feedback will remain open for any time up to thirty minutes in this state of privacy. The President and Secretary shall count the vote. In the event that the integrity of the election is potentially compromised, the Advisor(s) will oversee any disputes.

**Section 6** The Executive Committee may appoint Deputy Officers for a single academic semester to support the organization's operations. Deputy Officer positions must be ratified by a majority vote of the membership. The Executive Committee retains the right to dismiss a Deputy Officer at any time. Deputy Officers appointed do not have an executive vote in the committee. Potential Deputy Officer positions may include, but are not limited to:

a.) The Event Planner shall plan and manage all events requested by the Executive Committee. The Event Planner shall request and acquire all required space for an event including but not limited to General Body Meetings, competitions, and recruitment drives. The Event Planner shall attempt to create partnerships with local restaurants and food service organizations to provide catering at the events.

b.) The Recruiting Officer shall manage and execute recruitment of new members and retention of all organizational members. The Recruiting Officer shall be the liaison between the organization and potential

employers to provide employment opportunities and professional networking for the organization's members.

c.) The Deputy System Administrator will assist the System Administrator with the maintenance of systems creation of meeting content and any and all tasks that the System Administrator assigns to them.

**Section 7** Officers shall assume office the day after the last day of the spring semester and shall serve for one year or two academic semesters and one summer.

**Section 8** Officers shall be present for a minimum of three-quarters of the annual meetings. Absences shall be communicated. Failure to meet the attendance requirements or fulfillment of the position grants the Executive Committee the right to vote on officer status of the member. A majority vote against the officer, provided the previous conditions are true, will successfully oust the member from officership for that semester.

**Section 9** Officers may also be recalled by membership from office for cause. To initiate a recall election, a petition signed by one half of the total number of voting members must be submitted at a regular meeting and a recall vote shall be taken at the next regular meeting. The officer subject to recall shall be given written notice of the recall at least 72 hours prior to the meeting at which the recall vote will be held and shall be given an opportunity to provide a defense. A two-thirds vote of the general body is required to remove an officer.

**Section 10** If the position of President becomes vacant as a result of resignation, ineligibility or recall, the Vice President shall assume the office of President. Vacancies in any other elected office shall be filled by an election held at the next regular meeting where the vacancy was announced. Nominations may be made at the meeting after the vacancy is announced, and nominations may also be made from the floor at the time of the election. The President may appoint an interim officer to fill the vacancy until the election is held.

## **ARTICLE VII**      **MEETINGS**

**Section 1** Regular meetings shall be scheduled weekly during the academic year and discretionary during the summer.

**Section 2** Special meetings may be called by the President or a majority of the Executive Committee. All members must be given a minimum of 24 hour's notice prior to the meeting time.

**Section 3** Business cannot be conducted unless a quorum of the membership is present. A quorum for this organization is defined as a majority of the voting membership.

**Section 4** Members must be present to vote. Absentee or proxy voting is not permitted.

**Section 5** Voting encompasses motioning for changes, participation in ratification or denial of policies, and selection of candidates for elections. All members in good standing within the organization and who have paid for their membership are permitted to vote.

## **ARTICLE VIII     ADVISOR(S)**

**Section 1** The organization shall appoint an individual employed as a faculty or staff member by San Diego State University to serve as the university advisor to this organization as required by the California State University. Auxiliary staff and student assistants are not eligible to serve as advisors. The advisor shall fulfill the responsibilities specified in the *SDSU Student Organizations Handbook*. Advisors shall serve on an academic year basis or until their successor has been selected.

**Section 2** The organization shall also appoint a community advisor.

**Section 3** The Faculty Advisor shall also have power to choose the rosters of competitive teams. If they Faculty Advisor is unable to do so for whatever the circumstances or they decline, the Executive Committee shall have the power to choose the members competition teams. The Executive Committee shall vote on a potential competition member and if a majority, which is defined as four out of the six officers, then the member shall be allowed into the competition team.

## **ARTICLE IX     EXECUTIVE COMMITTEE**

**Section 1** The Executive Committee shall consist of the elected and appointed officers, with the advisor(s) and deputies serving as non-voting member(s).

**Section 2** The Executive Committee shall meet weekly during the academic year. Special meetings may be called by the President or a majority of the Executive Committee. All members must be given 24 hour's notice of the meeting. A quorum shall consist of a majority of the Executive Committee members.

**Section 3** When necessary, Executive Committee business can be conducted via electronic communication or via online meetings.

**Section 4** The Executive Committee shall have general supervision of the affairs of the organization between meetings and is authorized to take action when deemed necessary prior to the next meeting.

**Section 5** The Executive Committee shall report to the membership relevant actions taken between meetings. Except when it is too late to do so (such as when a contract has been executed), any actions taken by the Executive Committee may be rescinded or modified by the membership by a majority vote.

## **ARTICLE X**      **STANDING AND AD HOC COMMITTEES**

**Section 1** The organization shall have the following standing committees: Community Outreach, Membership, and Fundraising.

**Section 2** The duties of the Standing Committees are as follows:

The Community Outreach committee is responsible for extending the organization's hand to the community and presenting a positive image for the organization.

The Membership committee is responsible for the recruitment and retention of the organization's members.

The Fundraising committee is responsible for efforts that attract money and services needed to carry out the purpose of the organization.

**Section 3** The President and/or Executive Committee shall have the authority to establish ad hoc committees as may be necessary from time to time to carry out the work of the organization.

**Section 4** The President and/or Executive Committee shall appoint the chairpersons and members of all committees.

## **ARTICLE XI**      **FINANCES**

**Section 1** Membership dues shall be determined by the Treasurer and approved by the executive committee each year. Dues shall be approved no later than the second regular meeting of the academic year.

**Section 2** Dues shall be paid by the semester census.

**Section 3** This organization has the ability to assess the membership for special purposes. Assessments shall be determined by a quorum of the membership at a regularly scheduled meeting.

**Section 4** Members who have not paid their dues or special assessments by the due date shall be considered as not being in good standing and shall lose all membership privileges, including voting and competing, until the dues are paid in full.

**Section 5** The Executive Committee shall propose a semester budget to be voted upon no later than the second regular meeting of the academic semester. Any unbudgeted expenditures shall be approved in advance by the membership. When financial decisions must be made between meetings, the Executive Committee is authorized to approve expenditures not exceeding \$5,000.

**Section 6** Organization funds shall not be used to purchase or reimburse members for alcoholic beverages.

## **ARTICLE XII**      **DISCIPLINE OF MEMBERS**

**Section 1** When a member believes that another member has engaged in conduct that is detrimental to the organization, a written charge may be filed with the Executive Committee. The Executive Committee shall review the charges and may conduct a preliminary investigation if deemed appropriate. If the preliminary investigation concludes that misconduct appears to have occurred, the Executive Committee shall conduct a hearing on the matter. The member alleged to have engaged in the misconduct shall be given at least 72 hour's notice of the hearing and be given an opportunity to present a defense. By a majority vote, the Executive Committee shall determine whether misconduct occurred. If it determines that misconduct did occur, the Executive Committee shall prepare a report to the membership of its findings and recommended sanctions, which may include expulsion, suspension, or lesser sanction(s) including, but not limited to, a reprimand, removal from office, a fine or corrective remedies.

**Section 2** The membership shall review the hearing report from the executive session, and the member accused of misconduct shall have an opportunity to rebut the information in the report. After providing a statement to the membership, the member accused of misconduct shall leave the room for the remainder of the deliberations.

**Section 3** The membership shall, by a two-thirds vote, ratify the Executive Committee's recommendation. The accused member shall be immediately notified of the outcome. In the case that the recommendation is not ratified,

the executive committee may reconvene and post a new recommendation for consideration by the membership.

**Section 4** By a two-thirds vote, the membership may reinstate a member who has been suspended or expelled.

### **ARTICLE XIII    AMENDMENTS AND POLICIES**

**Section 1** Proposed amendments to these bylaws shall be presented to the membership, in writing, one meeting prior to the meeting where the amendment will be voted upon. The Executive Committee shall review and make recommendations on all bylaw revisions prior to consideration by the membership.

**Section 2** Bylaw amendments require approval by two-thirds of the voting members present at a regular meeting. The amendment shall be effective immediately unless otherwise stipulated in the amendment.

**Section 3** A copy of any amendments to these bylaws must be submitted to the Student Life & Leadership Office at San Diego State University within two weeks after adoption.

**Section 4** The Executive Committee also reserves the right to append policies, which are smaller caliber additions to the By-laws. Policies will be enacted only after a two-thirds vote by membership at a regular meeting, and existing policies may be overturned in the same manner.

**These bylaws were adopted on 02 September 2016 and most recently revised on 28 July 2019.**