

# UNIVERSITY OF NORTH GEORGIA CYBERSECURITY CLUB CONSTITUTION

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## PREAMBLE

The UNG Cybersecurity Club was created to encourage participation in learning opportunities and growth amongst the students of the UNG related to concepts of computer and cybersecurity and all other matters related to information security.

## Article I - Name

The club will be referred to as the **UNG Cybersecurity Club** or also colloquially known in this constitution as the **CyberHawks**.

## Article II - Purpose

The purpose of this organization shall be:

- I. Encourage participation in national cyber competitions
- II. Train and mentor students of all year groups in order to develop practical cybersecurity skills and application of said skills
- III. Prepare and acquire real-world experience for job opportunities related to cyber and information security

## Article III - Membership Eligibility & Officer Eligibility

- I. Membership is open to all enrolled UNG students
- II. Members must actively participate in competitive events and attend meetings to run for an officer position
- III. Club officers must maintain a 3.3 GPA minimum (3.0 with approval of advisor)
- IV. Club officers must attend and participate in at least two club events (competition or conference) per semester

## Article IV - Officers

- **Club President**
  - Term length: 2 semesters (excluding Summer)
  - Shall be appointed and agreed upon by the previous president and the current advisor
  - Manage the CyberHawks Officer calendar
    - Create CyberHawks officer meetings and joint meetings with the Cyber Unit
    - Create and delegate tasks with enforceable deadlines to officers (as necessary)
  - Meet with the faculty advisor (as necessary)
  - Required to attend recruiting events (unless unable)
- **Competitive Manager**
  - Term length: 3 semesters (**including Summer, starting in Summer**)
  - Oversee the HackHawks team captains and Subject Matter Experts
  - Add competitive events to the CyberHawks General calendar
    - NSA Codebreaker and National Cyber League **must be added every term**
    - Audit NSA Codebreaker and National Cyber League participation
  - Manage club funding with the Cyber Institute and UNG Student Government Association
  - Select the best competitors to join HackHawks Elite for the NSA Cyber Exercise's Cyber Combat Exercise
    - Guaranteed a spot on HackHawks Elite
    - Red Team members should be selected after CPTC season is over
    - Blue Team members should be selected after CCDC season is over
  - Organize summer semester Capture the Flag event on CTFd
- **HackHawks Red Captain**
  - Term length: 3 semesters (**including Summer, starting in Summer**)
  - Create, manage, and train a team to win the Collegiate Penetration Testing Competition
    - Create application forms on the 1<sup>st</sup> day of the month before Spring semester finals
    - Select members before Spring semester finals
    - Manage the HackHawks competitive calendar
      - Create a training schedule for the team
    - Create, submit, and present a funding request with the Competitive Manager to the Institute for Cyber Operations (adjust & re-approve as necessary)
- **Operations Lead**
  - Term length: 2 semesters (excluding Summer)
  - Responsible for finding and distributing scholarship information to the club
  - Manage club funding with the Cyber Institute and UNG Student Government Association
  - Responsible for recruiting new members to the club
  - Organize and start general meetings with updates and announcements
    - Track meeting attendance for CLDP recipients
  - Find and invite guest speakers

- **Social Manager**

- Term length: 2 semesters (excluding Summer)
- Shall manage all CyberHawks social media accounts
- Maintain UNG Connect page
  - Publicize exceptional meetings and events onto the Porcelain Press & Newsletter
- Create and distribute posters around campus at least once per semester
- Manage the CyberHawks portion of Discord server

- **Student Presenter(s)**

- Term length: 1 semester
- Appointed by application, decided by majority vote of club officers
- Must present a topic to the club at least once per semester
- Must create training materials regarding selected subject
  - Work with HackHawks captains regarding training times

## Article V - Election Procedures

An election shall follow a general meeting with candidates given an opportunity to present. Multiple officer positions may be up for election at the same meeting. Elections shall be held no less than 4 weeks before the end of the semester.

- I. Elections will be held at least four weeks before the end of every Spring Semester
- II. CyberHawks President will be appointed by the faculty advisor and past president.
  - A. If an agreement between the two appointees is not met, the faculty advisor will supersede the past president and select the new club president
- III. All CyberHawks Officers besides the President, will be appointed by popular vote by all members of the club
- IV. Each CyberHawks Member Shall have one (1) vote for each officer position that is available
- V. Absentee voting and proxy voting is prohibited
- VI. Vacancies occurring in any elected office must be filled within two weeks. The election procedure for filling the vacant office will be the same procedure during normal elections
  - A. Failure to fill a role will result in the faculty advisor directly appointing a member to the role

## ARTICLE VI - Impeachment Procedures

- I. All elected officers and club members may be subjected to impeachment and removal by a 2/3 majority vote of total active membership.
- II. Grounds for impeachment include negligence of duties/responsibilities and any form of misconduct damaging the club.
- III. An officer/member may be impeached/removed only under the following
  - A. There must be a quorum present during impeachment/removal;
  - B. A minimum of 10 members and all officers must vote.
  - C. Prior to impeachment/removal, there must be one week's notice of intent publicized and a signed, Written acknowledgment from the faculty advisor acknowledging and approving an impeachment vote.

## ARTICLE VII – Dues

No student dues will be collected, as the club will be in part funded by the Institute for Cyber Operations, the Mike Cottrell College of Business, and the University of North Georgia Student Government Association.

## Article VIII - Meetings

Meetings shall be held at least once weekly unless the meeting falls on an important event requiring the full attention of officers. This must be listed in the CyberHawks Officer Calendar in Google Calendar.

Officers must hold at least one meeting each week to coordinate and discuss club business.

## Article IX - Responsibilities

This club accepts full financial responsibility for all activities that bear its name as official sponsor and will adhere to all college regulations. All publicity for an event must bear the name of the sponsoring club.

## Article X - Faculty Advisor

The role of the faculty advisor is to

- Serve as the official staff representative of the college.
- Work closely with the club to ensure a cooperative relationship between the adviser and the club membership.
- Assist each officer of the club in understanding their duties.

This club accepts full financial responsibility for all activities that bear its name as

- Be invited for all official club/organization meetings and activities (business and social), and to advise students of the policies and procedures which they must follow as a club/organization.
- Ensure that all reasonable steps are taken to ensure the safety and welfare of club members.
- Ensure that appropriate college policies are upheld.
- To sign all club/organization requisitions for the club/organizations.

## Article XI - Right to Act

Any club officer club member does not have the right to incur any debt or become involved in any business under the title or by implying the title of a club in any way unless given full authority to do so by the club.

## Article XII - Amendments

- I. Any amendment, change, or addition requires a 2/3 vote at a general club meeting and written approval of intent from the faculty advisor.
- II. For an amendment vote to occur, a minimum of 10 members and all four officers must be present for an amendment vote to occur.
- III. An amendment may be submitted for addition and approval from any member of the club.