

BYLAWS

Cyber Defense Team at San Diego State University

These bylaws were adopted on 02 September 2016 and most recently revised on 26 June 2021.

ARTICLE I NAME OF ORGANIZATION

Section 1 The name of this organization shall be the 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 SDSU AUTHORITY STATEMENT

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 of the members present at an organization meeting where a quorum is present (**advance notice is not required**).

ARTICLE IV OPEN MEMBERSHIP AGREEMENT

Section 1 Membership in the organization shall be open to those regularly-enrolled at San Diego State University. 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 shall have associated members who are non-SDSU students or who do not meet the above criteria. Associated members shall have all membership privileges except for the right to vote or hold office. 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 two-thirds of all meetings from the start of their individual membership, and all competition commitments with the exception of an excused absence. Good standing members are eligible to vote and run for office. 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, barring unforeseen emergency or other extraordinary circumstance.

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 **Positions and Duties of Officers:**

- a. The President shall serve as the chief executive officer of the organization and 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. 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 planning, designing, and teaching computer security skills to the Membership.
- c. The Treasurer shall handle all financial affairs and budgeting of the organization, maintain all necessary accounting records, and prepare monthly financial reports for the Executive Committee. 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 and attendance for the organization.
- 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. The JCL shall prepare organization members for competitions.
- g. Outgoing Officers shall debrief incoming Officers on their roles, responsibilities, and job functions before they leave office. This must be done before the spring semester ends. They shall explain the requirements of the office and help them find resources pertinent to their new roles.

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.

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 two-thirds 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 two-thirds requirement but have legitimate reason may be waived by a Majority Vote by the Executive Committee. Eligible members will be considered for the position should they accept their nomination.

With a Majority Executive Committee approval, the one week notification for potential candidates running for positions may be waived.

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

Section 4 Officers shall be elected by a Plurality Vote of the Membership. If no candidate receives a Plurality 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. Voting shall be conducted through the use of ballots (paper if possible) and counted by both the President and Secretary. At least one Advisor shall oversee the tallying of votes. If an Advisor finds potential wrongdoing in the election process, they may disqualify candidates as they see fit.

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 a vote in the Executive 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 shall 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 provide ample prior notice and/or have reasonable cause for missing Officer meetings; all Officers are required to attend all Officer Meetings.

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.

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) CLAUSE**

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 may also appoint a Community Advisor, who is an alumni of the organization.

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 may 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 CLAUSE**

Section 1 Membership dues shall be \$40 per semester.

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 If the Executive Committee deems it necessary, the Treasurer may propose a semester budget to be voted upon by the Executive Committee no later than the second general body meeting of the academic semester. The approved operating budget may be shown to members at the second general body meeting; the full balance sheet shall not be discussed with the general Membership.

Section 6 Organization funds shall not be used to purchase or reimburse members for alcoholic beverages, illegal drugs, smoking of any kind, or unrelated club activities.

ARTICLE XII DISCIPLINARY PROCEDURES

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 Supermajority 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 Supermajority vote, the Membership may reinstate a member who has been suspended or expelled.
- Section 5** Officers may also be recalled by the Membership for just cause. To initiate a recall election, a petition signed by the Majority of the Membership 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 Supermajority* Vote of the general body is required to expel an officer.
- Section 6** If an Officer is not performing their duties to the satisfaction of the other members of the Executive Committee, a unanimous vote of the remaining Officers shall be required for a temporary suspension of that officer for no less than two weeks, but for no more than four weeks; a unanimous vote of the remaining Officers will be required to expel an Officer from their position.
- Section 7** In the case of a suspension, the Executive Committee shall appoint someone to temporarily fill that role, fulfilled by a Majority Vote of the Executive Committee; the temporary substitute must be in good standing, and must meet all other stipulations of these bylaws. The Faculty and Staff Advisor(s) may additionally be considered as candidate substitutes, at the Executive Committee's discretion.
- Section 8** If suspension is applicable, the remaining members of the Executive Committee shall determine its terms. At a minimum, the suspended Officer shall not attend Committee meetings, and shall not perform the duties of the office from which they have been suspended.
- Section 9** If the position of President becomes vacant as a result of resignation, ineligibility, expulsion, or recall, the Vice President shall assume the office of President. Vacancies in any other elected office shall be filled by the process spelled out in Section 10.
- Section 10** In the case of expelling an Officer from their position, the general Membership shall be notified, candidates shall be solicited, and an election of the general voting Membership will determine that office's successor within two general meetings of the club (one to notify the Membership and

solicit candidates, one for the election), inclusive of the meeting at which the vacancy is 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 Executive Committee may additionally appoint a temporary replacement until election, by the process spelled out in Section 7.

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 a Supermajority 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 Supermajority vote by Membership at a regular meeting, and existing policies may be overturned in the same manner.

GLOSSARY OF SIGNIFICANT TERMS

Advisor *See also: Faculty Advisor.*

**Community
Advisor** An organization-appointed member who is an alumni of the organization.

Deputy Officer A Member of the organization appointed by the Executive Committee for the purpose of supporting the organization's operations. Such Deputies do not have a vote in the Executive Committee.

**Executive
Committee** The Executive Committee shall consist of the elected and appointed Officers, with the Advisor(s) and Deputies serving as non-voting members.

Faculty Advisor	A member of the San Diego State University faculty or staff appointed by the organization to serve as the advisor as is required by the California State University system.
Majority (Vote)	A Majority (Vote) shall be defined as follows: for the purposes of the Executive Committee, this is defined as four of the six Officers; for the purposes of the Membership, this is defined as over half of the Members.
Member	A Member is defined as a person who attends the club and has paid dues. A member in ‘good standing’ has paid all dues and fees and attends a minimum of two-thirds of all meetings from the start of their individual membership. Good standing members are also eligible to vote.
Membership	The general body, or Membership, consists of current Members of the organization.
Officer	A Member of the organization elected to one of the six Officer positions by way of a Majority Vote from the Membership. Officers hold a vote in the Executive Committee.
Quorum	In the context of general body meetings, a quorum is defined as a Majority of the voting Membership. When a quorum is applicable, a general body meeting is considered official. However, in the context of Officer meetings, a quorum shall consist of a Majority of the Executive Committee members. When a quorum exists, Officer meetings are considered official.
Supermajority (Vote)	A Supermajority (Vote) shall be defined as at least two-thirds of the Members.

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