



# **Cyber Defense Club Constitution**

Radford University

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**Article I: Name**

The name of this organization shall be the Cyber Defense Club.

**Article II: Purpose**

The purpose of the Cyber Defense Club is to bring awareness to the RU and NRV communities about the issues of cyber security, provide a repository of information to those interested in the topic, and to prepare a student team for participation in the Collegiate Cyber Defense Competition once per year.

**Article III: Membership****Section 1. General Requirements**

Membership is open to all Radford University students, faculty, staff, and members of the community.

**Section 2. Categories of Membership**

Active members of CDC are any members who are active in general body meetings and/or social and competition-related activities held throughout each semester.

**Section 3. Qualification and Privileges**

Active membership carries voting privileges. Privileges include participation in events and programs sponsored by the organization.

Voting qualifications are as follows:

- 1) Members must be currently enrolled at Radford University.
- 2) All members of the club have voting privileges.

**Section 4. Selection**

New members can be selected each semester by attending a general body meeting and/or club sponsored events held throughout each semester and by signing up for the email list.

**Section 5. Removal**

Members of CDC may be removed from club membership only for a reasonable cause and only after the member in question has been spoken to by the Executive Board and/or Advisor(s). If there is no change in behavior, the President with Advisor(s) approval OR three fourths of the executive board may vote the member out of the club.

**Article IV: Meetings****Section 1. Frequency**

Meetings will be held once a week during the academic year and special meetings may be called if necessary.

**Section 2. Procedure**

Meetings will be called to order within ten minutes of the scheduled meeting time. Decisions will be made by a majority vote of the member base. In case of a voting tie, the President will cast the deciding vote.

**Section 3. Quorum**

A quorum is one-half ( $\frac{1}{2}$ ) of the active club members.

**Section 4. Majority Rules**

A majority is 50% of the members present plus one (50% + 1).

**Article V: Dues****Section 1. Determining Dues**

Dues shall be calculated by the Executive Board as a collective whole and should be based on the scheduled club events for that academic semester. Dues should be collected once per semester.

**Section 2. Collection**

Dues shall be optional and are not required for members to pay. Dues paid shall be collected by the Vice President or Advisor(s) throughout the academic year. The Vice President and Advisor(s) will review dues collection on a monthly basis.

**Article VI: Officers****Section 1. Offices**

The CDC officers shall be: President, Vice President, Secretary, and Webmaster. The Executive Board shall be: President, Vice President, Secretary, Webmaster, and Advisor(s).

**Section 2. Qualifications**

Only full-time students may serve as officers. In addition, they must be active members of the club and have attended at least half of the scheduled meetings each semester. Upon accepting the role as an officer in this club, the officer's responsibility to the club shall take priority over other extracurricular activities, with exceptions being within reason and prior approval of the executive board.

### Section 3. Duties

Duties of the officers are as follows:

- 1) President: Provides leadership and overall direction for the club; coordinates and assists the Executive Board; prepares and maintains a calendar of scheduled club events; oversees the club meetings.
- 2) Vice President: Assists the President in the management of club affairs; fills in for the President in his/her absence; receives and disburses funds.
- 3) Secretary: Maintains membership records; prepares and maintains the minutes of all meetings; maintains historical records of the club; maintains photographic records of club events.
- 4) Webmaster: Responsible for the design and implementation of the club website(s); manages the club's RU Involved page; and maintains the club computer files.

### Section 4. Elections

A majority vote of the active membership will determine the election of officers. Officer terms will be one academic year (Fall and Spring semesters). New elections will be held at the end of each Fall semester, presided over by the current Executive Board. The newly elected members will not take effect until next Fall semester. During this time newly elected members will work alongside the current executive board to learn about the responsibilities of their role. Any member, including current Executive Board members, is eligible to run for an officer position. The only exception being the President and Vice President, who cannot both be graduating or leaving the university within two semesters of being elected, unless no other candidate is nominated for said position. A majority vote will decide new officers.

### Section 5. Impeachment and Resignation

Officers can be recommended for removal by the Executive Board for a reasonable cause or if they fail to maintain active membership in the club, fail to meet office requirements, or fail to satisfactorily attend the general body and Executive Board meetings, unless excused by the President or Advisor(s). Approval by a majority vote of the Executive Board with Advisor(s) recommendation. In case of a resignation or dismissal, the outgoing officer must notify the Executive Board immediately. The unoccupied position will be filled by appointment by the Executive Board with Advisor(s) recommendation.

## **Article VII: Advisor(s)**

### **Section 1. Eligibility**

A current full time or adjunct faculty or staff member of Radford University will be eligible to be the club's Advisor. More than one Advisor is permitted for the club.

### **Section 2. Duties**

The advisor(s) should work closely with the organization in coordinating activities to ensure they are conducted in compliance with Radford University policies and the laws of the United States, the Commonwealth of Virginia, and the City of Radford. Advisor(s) shall be available to club members for advice and suggestions; will oversee the impeachment process; will review dues monthly with the Vice President; will attend Executive Board meetings when able.

### **Section 3. Selection and Removal**

The Advisor(s) will be recommended by the Executive Board and elected by a majority vote of the active membership. This process may be conducted at any point during the academic year. If for any reason the Advisor(s) are unfit or unsuited to be Advisor(s) for the club, the Executive Board may oversee a resignation by the Advisor(s) OR three fourths of the Executive Board may vote the Advisor(s) out of the club.

## **Article VIII: Committees**

### **Section 1. Executive Committee**

The Executive Committee consists of the Executive Board and Advisor(s). On a pre-decided basis, the Executive Board will meet to discuss issues pertaining to the club. All Executive Board members are required to attend these meetings; the Advisor(s) are expected to attend when available. There are no other committees designated.

## **Article IX: Responsibilities**

The organization will adhere to Radford University policies and standards of conduct, the U.S. Constitution, and laws of the United States of America, the Commonwealth of Virginia, and the City of Radford.

## **Article X: Amendments**

### **Section 1. Proposing Amendments**

Proposed amendments to the constitution of the Cyber Defense Club must be brought forth during a general body meeting or brought to the attention of the Executive Board during the Executive Committee weekly meeting. The amendment must then be presented to a quorum of the club at the next general body meeting. All active members of the club must be notified in writing of the proposed amendment. A two-thirds vote of the active membership shall be required for adoption.

Section 2. Review

Any revision of the constitution must be reviewed and approved by the Committee on Clubs and Organizations and/or the Assistant Director for Student Involvement.