

# uOttawa Cybersecurity Club Constitution

<b>1. Definitions</b>	<b>1</b>
<b>2. Name and Purpose</b>	<b>1</b>
<b>3. Membership</b>	<b>1</b>
<b>4. Executives</b>	<b>2</b>
<b>5. Elections</b>	<b>3</b>
<b>6. Impeachment</b>	<b>3</b>
<b>7. Code of Conduct</b>	<b>4</b>
<b>8. Meetings</b>	<b>4</b>
<b>9. Finances</b>	<b>4</b>
<b>10. Amendments</b>	<b>4</b>

## 1. Definitions

1.1. “Club” shall refer to the uOttawa Cybersecurity Club.

## 2. Name and Purpose

2.1. The name of this organization shall be the uOttawa Cybersecurity Club, commonly abbreviated as “uOCyberSec”.

2.2. The purpose of the Club shall be to promote interest and awareness in the field of cybersecurity, provide opportunities for members to develop and improve their skills, and engage in activities related to cybersecurity.

## 3. Membership

3.1. Membership in the Club shall be open to any uOttawa student with an interest in cybersecurity.

3.2. Members shall have the right to attend meetings, participate in Club activities, and run for Club elections.

3.3. Members shall be expected to abide by this Constitution and any rules and regulations established by the executives.

3.4. The executives may revoke membership if a member's conduct is deemed harmful to the Club's purpose or violates established rules and regulations.

## 4. Executives

- 4.1. The Club shall be led by executives with the following positions: President, Chairperson, Vice President of Finances, Vice President of Communications, and Vice President of Events.
- 4.2. The duties of the President shall be as follows:
  - 4.2.1. Leading the Club.
  - 4.2.2. Serving as the main point of contact.
  - 4.2.3. Working closely with the other executives to manage the Club's operations and any other necessary tasks not otherwise assigned.
  - 4.2.4. Advocating on behalf of the club on campus.
- 4.3. The duties of the Chairperson shall be as follows:
  - 4.3.1. Presiding over meetings.
  - 4.3.2. Recording meeting minutes.
  - 4.3.3. Maintaining accurate records of Club activities.
- 4.4. The duties of the Vice President of Finances shall be as follows:
  - 4.4.1. Managing the Club's finances.
  - 4.4.2. Providing reimbursements.
  - 4.4.3. Maintaining financial records.
- 4.5. The duties of the Vice President of Communications shall be as follows:
  - 4.5.1. Promoting the Club's activities.
  - 4.5.2. Designing and distributing promotional materials.
  - 4.5.3. Managing the Club's social media presence.
- 4.6. The duties of the Vice President of Events shall be as follows:
  - 4.6.1. Organizing and planning cybersecurity-related events in collaboration with other executives and Club members.
  - 4.6.2. Ensuring events are executed professionally and align with Club goals.
  - 4.6.3. Securing event venues and resources.
  - 4.6.4. Coordinating with speakers and vendors.

- 4.7. Previous executives may attend meetings without voting power as Advisors.
- 4.8. The Chairperson and the Vice President of Finances shall be Signing Officers, with the President if either position is vacant.

## 5. Elections

- 5.1. Elections shall take place annually in March, or as needed to fill vacant positions.
- 5.2. Nominations for executive positions shall be open for a period of at least two (2) weeks, as announced by the Vice President of Communications on all Club social media channels.
- 5.3. The Chair shall appoint an external elections officer who is not running for any position in the election to collect votes.
- 5.4. Candidates shall submit their platforms to the elections officer at least one (1) week prior to the election.
- 5.5. Voting shall be conducted online through a secure platform and shall remain open for a period of at least 24 hours.
- 5.6. Each member shall have one (1) vote per executive position.
- 5.7. The candidate with the most votes shall be elected for a term beginning on the first day of May and ending on the last day of April of the following year, or to fill the vacant position for the remainder of the term.
- 5.8. In the event of a tie, a runoff election shall be held between the tied candidates.
- 5.9. The newly elected executives shall assume their duties at the next meeting following the election.

## 6. Impeachment

- 6.1. Impeachment proceedings may be initiated by a motion made by any Club member and presented at a meeting of the executives or the general membership.
- 6.2. If a motion for impeachment is made, a vote shall be held at the next meeting of the executives or the general membership, provided that written notice of the motion is given to the impeached executive at least five (5) days prior to the meeting.
- 6.3. The impeached executive shall be given an opportunity to defend themselves.
- 6.4. A two-thirds ( $\frac{2}{3}$ ) majority vote of the members present at the meeting shall be required to impeach the Executive.

- 6.5. In the event of an impeachment, the position shall be declared vacant and the Club shall hold a by-election to fill the vacancy within four (4) weeks.

## 7. Code of Conduct

- 7.1. The Club shall adhere to the University of Ottawa Students' Union's Club's Code where applicable.

## 8. Meetings

- 8.1. The Club shall hold regular meetings of the executives at a frequency determined by a majority ( $\frac{1}{2}$ ) of executives at least once (1) a month and scheduled by the Chairperson.
- 8.2. The Club shall hold at least one (1) general meeting of the membership per year.
- 8.3. A quorum of one-third ( $\frac{1}{3}$ ) of the Club's executives shall be required to conduct business at a meeting.
- 8.4. Decisions shall be made by a majority ( $\frac{1}{2}$ ) vote of executives present at a meeting of the executives, unless otherwise specified.
- 8.5. Minutes shall be taken at each meeting and made available to all members.
- 8.6. Meetings shall be held in accordance with the latest version of *Robert's Rules of Order Newly Revised* where applicable.

## 9. Finances

- 9.1. The Club shall maintain accurate financial records.
- 9.2. Finances shall be managed by the Vice President of Finances, with the oversight of executives.
- 9.3. Any expenditures must be approved by a majority ( $\frac{1}{2}$ ) vote of the executives.

## 10. Amendments

- 10.1. Any member may propose an amendment to this Constitution by submitting it in writing to the executives at least two (2) weeks prior to the meeting.
- 10.2. A two-thirds ( $\frac{2}{3}$ ) vote of members present at a general meeting shall be required to ratify the amendment.
- 10.3. The Constitution shall be reviewed annually by the executives to ensure its effectiveness and relevance.