***Constitution of The Ethical Hacking Club***

**PREAMBLE**

The intent of this constitution shall be to lay out the structure and laws for Auburn University’s Ethical Hacking Club. Any instructions laid out in this constitution are final unless edited in the future by the amendment process specified in this document. Auburn University’s Ethical Hacking Club operates as a sub-organization of Auburn University’s Association of Computing Machinery (ACM).

**ARTICLE I: NAME OF ORGANIZATION**

The name of this organization shall be Auburn University Ethical Hacking Club (AUEHC), hereinafter be referred to as EHC throughout this constitution.

**ARTICLE II: PURPOSE OF ORGANIZATION**

The purpose of EHC is to provide an environment for Auburn University students who wish to learn about ethical hacking, cyber security, and any other related topics in a safe, educational, and fun environment. The demand for cybersecurity professionals has never been higher after recent attacks on critical infrastructure and currently the amount of people with the skills to combat these threats are low. Large portions of people do not even know this field exists and some that do have incorrect ideas. Clubs such as these can start to change this, however, by educating people and exposing them to this part of the cyber world.

**ARTICLE III: MEMBERSHIP TO THE ORGANIZATION**

1. **Eligibility for Membership**
   1. Membership is restricted to regularly enrolled Auburn University students, faculty, and staff. No university student may be denied membership on the basis of race, sex, religion, national origin, color, age, disability, gender identity or expression, sexual orientation, or veteran status as outlined in the Auburn University Policy Regarding Prohibited Harassment of Students.
2. **Criteria or Qualifications for Membership**
   1. Members must respect and follow the constitution and bylaws of this organization.
3. **Categories of Membership**
   1. Affiliate Membership
      1. ~~This is an organization for those who are interested in Cybersecurity.~~
      2. Affiliated membership grants access to attend meetings but voting rights are reserved for registered members. Following the allocation of opportunities to registered EHC members, affiliate members can participate in club competitions or events.
   2. Registered Membership
      1. Registered membership status can be attained through ACM’s payment of a nominal yearly fee set by ACM executives.
      2. The dues cover a full academic year, ensuring uninterrupted access to club benefits and privileges.
      3. Registered members enjoy the exclusive rights to vote, **precedence** in club competitions and events, merchandise, a unique discord role, and other things as well
      4. EHC Officers are required to determine the benefits that will be extended to its registered members on a yearly basis. In addition to the benefits outlined above, officers have the discretion to introduce new perks and privileges that are not specifically listed in the constitution, provided that they align with the club’s mission.
4. **Withdrawal or Removal of Members**
   1. Members who would like to leave the club simply have to notify the club secretary of this decision.
   2. The grounds for the removal of a member can be enacted under the following circumstances: If a club member who has exhibited poor conduct or has represented the organization in a negative way
   3. At this point a committee will convene to decide on the future of said membership. With a two-thirds majority vote from the officers, membership can be revoked for said member.
   4. Any member of the club has the right to request removal or withdrawal of a member if the grounds for removal are suitable.

**ARTICLE IV: ELECTION**

1. **Times and Period when Elections Occur**
   1. New officers will be sworn in at the end of every academic school year two week before finals week. The new officers will begin to assume responsibilities immediately and work alongside the current officers for the remainder of the spring semester, ensuring a smooth transition of leadership. At the end of the spring semester, the newly elected officers will assume full responsibility of the officer positions and roles.
2. **Nominations Procedure**
   1. In the 10th week of the spring semester, a form will be sent out during the designated club meeting time, providing aspiring candidates with the opportunity to self-nominate for the available positions. Candidates can nominate themselves for their top 3 desired positions. Upon the expiration of a week-long period, the form will cease to accept any further submissions.
   2. Nominations can be made by any registered club member, registered club members may only nominate themselves
3. **Notification and Posting of Elections**
   1. Members nominated will be shared with all registered members using prevailing communication methods, along with a verbal announcement in the following meeting.
4. **Election Procedures**
   1. Elections will take place in the 12th meeting of the spring semester.
   2. Nominees are required to submit a written statement or short video outlining their qualifications and why they believe they are suitable for the position. The nominee may choose their preference. The written statement must be concise and not exceed a single page in length. The video must be less than 3 minutes.
   3. Nominees shall be granted a period of one week following the conclusion of the nomination process to submit their written statement or short video to the current officers. Failure to submit either required items within the stipulated time frame will result in the nominee's name being removed from further consideration.
   4. The items submitted by the nominees will be made available to all members of the EHC via discord until the day following the voting day.
   5. The voting process will be carried out online during the meeting in a 30-minute window.
   6. Only registered members of EHC will be eligible to vote.
   7. In the event that a member's first-choice position is already filled by another candidate with more votes, the member's candidacy will automatically be considered for other available positions, based on the votes received for their desired position. It is important to note that this process will only apply to unfilled positions, and any position that has already been filled through the voting system will not be subject to reconsideration. Ultimately, the candidate with the most votes in their desired officer category will be appointed to the position.
   8. If a particular officer position remains unfilled, the opportunity to be considered for the position will be extended to the officers who contested for other positions. If this option fails to produce any candidates, the unfilled position will be reopened to the club for additional nominations.

**ARTICLE V: OFFICERS**

1. **Description of Officers**
   1. The officers of this organization will be the president, the vice president, the secretary, the treasurer, the public relations representative, webmaster, and technical advisors.
   2. There will be an executive committee which is made up by the officers listed above and the Faculty Advisor.
   3. In order to meet the evolving needs of the organization and its members, the officers of Auburn University's Ethical Hacking Club hold the authority to establish new positions for incoming officers, if deemed necessary. However, before the creation of any such position, a vote by the officers must be held, and a decisive two-thirds majority is required to authorize the role's establishment.
   4. These new roles may be established for a limited period, such as for training purposes or as a transitional position, or may evolve into a full-time role within the organization. For example, a new webmaster position may be created to facilitate the training of a new member, or a general officer role may be established to provide an opportunity for individuals to learn about leadership and organizational management within the context of the club's operations.
2. **Duties and Responsibilities of Officers**
   1. The President is responsible for overseeing all aspects of the club's activities. This includes, but is not limited to, planning officer meetings and club meetings, managing events, serving as the club's primary point of contact, casting a deciding vote in the event of split decisions, collaborating with the advisor/professors, and supervising the responsibilities of all officers.
   2. The Vice President works collaboratively with the President to oversee the officers and members of the organization. In the event of the President's absence, the Vice President assumes the responsibilities outlined above, as well as assisting the President with their duties and splitting the workload as needed.
   3. The Secretary is responsible for maintaining accurate records of the current membership, documenting meeting minutes, identifying appropriate meeting locations and times, and ensuring the club's compliance with all applicable rules and laws outlined in the constitution. This includes creating detailed write-ups for officer and club meetings, reviewing the constitution and by-laws, and coordinating logistics for all meetings.
   4. The Treasurer manages all financial matters, including collecting dues and overseeing fundraising events. This includes developing budgets for events and club meetings, making purchases on behalf of the club, and ensuring members pay their dues in a timely manner.
   5. The Public Relations Representative serves as the face of the organization, documenting events and spreading information to potential members. This includes managing the club's social media presence, creating weekly social media posts to promote meetings and events, drafting blurbs for the AMC email, Discord announcements, and website, this also includes producing social media posts to promote and summarize important news and events.
   6. The Webmaster is responsible for maintaining and updating the club's website, ensuring that it remains current, secure, and functional. This includes updating the website with events and news, managing the website's calendar, keeping the website secure, and documenting procedures for editing and updating the website. The webmaster must also maintain all of EHC’s production servers, such as the web server, Discord server, etc., keeping them up-to-date and hardened, and maintaining comprehensive documentation.
   7. The Technical Advisor is someone with previous technical experience who leverages their knowledge to train others, provide feedback to officers on decisions, and occasionally lead or captain teams for competitions (such as SECCDC, CTFs, etc.). This includes delivering lectures on relevant technical topics, assisting with training programs, and providing strategic guidance for the organization's technical initiatives.
3. **Qualifications of becoming an Officer**
   1. In order to run for any office of this organization, one must be a student of Auburn University and a current registered member of EHC who has paid their dues
4. **Terms of Office**
   1. Officers will hold their office positions the entire school year, unless they resign or are removed. They may run for office again for the next term if they desire.
   2. If an officer can only serve for a single semester, the club has two options available to ensure continuity of leadership. Firstly, a re-election will take place at the beginning of the following semester for that specific officer position. Alternatively, two individuals will be elected for the officer role, with one person serving the first semester and the other serving the second semester. The position will be handed over between semesters to ensure a smooth transition of leadership.
   3. Officers will assume their position immediately following elections.
5. **Procedure for Filling Vacated Offices**
   1. If an officer’s position is to become vacant during his or her term for any reason, then a casual vacancy will ensue, during which the remaining officers will convene to appoint a member of the club to temporarily fill the position until an ad hoc election is conducted during which any eligible member may run for the vacant position.
6. **Procedure for Removal of Officers**
   1. Any club member can initiate the removal process of an officer
   2. If the process is initiated a committee will be convened to see authenticity of the request and if it is deemed the officer should be removed a meeting will be set with said officer to discuss their position going forward
   3. After said meeting a vote will be held with a two-thirds majority vote determining the officers position

**ARTICLE VI: COMMITTEES**

1. **Standing Committees**
   1. Executive Board
   2. Fund-raising Committee
   3. Publicity Committee
2. **Temporary/Special Committees**
   1. If at any time the current officers decide that a committee is necessary, they may convene and create one.
   2. Should a committee be created for any reason, the officers reserve the right to decide the composition of the committee from the pool of interested, active members.

**ARTICLE VII: MEETINGS**

1. **Types of Meetings**
   1. Regular Meetings
   2. Workshops
   3. Group Meetings
   4. Group members are required to attend the regular meetings and group meetings and are encouraged but not required to attend workshops
2. **Time and Occurrence of Meetings**
   1. EHC will strive to hold meetings on a weekly basis.
   2. The exact dates and times will be determined by the officers each year and may vary.
   3. It is the job of the officers to call the meetings and inform the members of their date, time, location, and purpose.
3. **Special Meetings**
   1. Officers may call for additional meetings as frequently as they deem necessary so long as they give at least seventy-two hours of notice to the members.
4. **Quorum**
   1. Regardless of the percentage of attendance, necessary business will be conducted at meetings, and decisions will be made with a majority vote of present members.
5. **Method of Conducting Meetings**
   1. All regular meetings shall be conducted by Robert’s Rules of Order, Revised

**ARTICLE VIII: FINANCES/FISCAL RESPONSIBILITIES**

1. **Dues/Membership fees**
   1. Dues will be decided on a yearly basis by the club officers
   2. Fees are due by the end of the second meeting of the semester unless certain circumstances arise
   3. The treasurer oversees collecting and monitoring dues
2. **Budget Expenditures**
   1. The treasurer and president are responsible for authorizing all expenditures and reimbursements

**ARTICLE IX: ADVISORS**

1. **Qualifications**
   1. EHC shall have an Auburn University faculty, administrator, or staff member serving as Advisor at all times.
2. **Terms of Office**
   1. The advisor of the organization will remain the advisor unless they resign or are removed.
   2. If the advisor position should become vacant at any time, it is the duty of the officers to decide on a new advisor and confirm via a two-thirds supermajority vote.
3. **Roles and Duties of An Advisor**
   1. The role of EHC advisor is to provide guidance, assistance, and encouragement to the organization and its members.
   2. An advisor should never purchase alcohol for club members, deal with the debt of an individual member, run the organization, or assume the role of any officer.
   3. Additional roles of the advisor include attending meetings and events, assisting the organization in compliance with all University policies and procedures, ensuring sound financial policies, helping with club planning and club goals, communicating with the officers, following through on commitments, and helping promote a safe and fun club experience.
4. **Removal of an Advisor**
   1. When the advisor exhibits questionable behavior, or does not uphold his or her responsibilities in the organization, the officers will convene on the matter. With a two-thirds majority vote from the club officers, an advisor can be removed from the club.

**ARTICLE X: AMENDMENTS**

1. **Proposing Amendments**
   1. Only active members, who have paid their dues, may submit an electronically written document for an amendment to the constitution by presenting their proposal to the officers and advisor, who will convene on the matter.
2. **Provisions**
   1. Amendments can be proposed at any point throughout the school year.
   2. If and only if there is approval from the advisor and a two-thirds majority vote by the officers in accordance with the proposed amendment will the amendment be presented to the organization members at the next regularly scheduled meeting.
   3. The officers must inform the members of the opportunity to vote on the possible amendment at least seventy-two hours before the meeting when the vote will occur.
   4. With a two-thirds majority vote of members participating in the meeting, the constitution may be amended.
   5. New amendments will be effective immediately.

*\*Modified from the Constitution and Bylaws of CAREing Paws 2016*