

## **Article I**

### **Name:**

The name of this organization shall be Women's Alliance for Cyber Security (WACS) at Iowa State University.

## **Article II**

### **Purpose:**

The purpose of Women's Alliance for Cyber Security (WACS) is to introduce, encourage, support, and retain women in CyberSecurity and related fields. Additionally, the aim of WACS is to provide meaningful opportunities for team-building and collaboration amongst women in preparation to compete at Collegiate Cyber Defense Competitions (CCDC).

## **Article III**

### **Statement of Compliance:**

Women's Alliance for Cyber Security (WACS) abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations. WACS agrees to annually complete President's Training, Treasurer's Training and Adviser Training.

## **Article IV**

### **Non-Discrimination Statement:**

Iowa State University Women's Alliance for Cyber Security do not discriminate on the basis of genetic information, pregnancy, physical or mental disability, race, ethnicity, sex, color, religion, national origin, age, marital status, sexual orientation, gender identity, or status as a U.S Veteran.

## **Article V**

### **Membership:**

Membership shall be open to all registered students in good standing at Iowa State University.

## **Article VI:**

### **Risk Management:**

The President of this organization shall act as the risk management officer. The role of the risk management officer is to [a] help minimize potential risks for club activities, [b] recommend risk management policies or procedures to

Women's Alliance for CyberSecurity, [c] to submit documentation to ISU's Risk Management Office and [d] to ensure that Iowa State University policies are followed at all of the organization's events and [e] to ensure that proper waivers and background checks are on file with Risk Management for events (if applicable).

## **Article VII**

### **Officers:**

#### Officer Duties and Term of Service—

The terms of service for all Officers shall be a calendar year term, exceptions can be made for those positions other than President and Vice President, should a special circumstance arise. The method of election of officers shall be secret ballot, and the winners will be decided by simple majority. The officers shall be elected during the last meeting of the Spring semester.

Members with less than one semester with the organization cannot hold officer position without the approval of the current or former executive officers

The officer's duties are as follows:

#### President's duties

- The President shall plan and run general meetings.
- Risk management officer
- General club reminders?
- Management of website

#### Vice President's duties

- Run/plan executive board meetings
- Act as president when president is absent
- Otherwise assist the President as needed

#### Treasurer's duties

- Fundraising
- Management of club accounts

#### Secretary's duties

- Take meeting notes (both general and executive board meetings)
- Distribution of resources

#### Outreach Chairs' duties

- Management of social media
- Connecting with other organizations, companies, etc
- Face of the organization

### Impeachment/Removal of officers—

The impeachment process will be initiated if an officer fails to fulfill their duties as outlined above, and misses more than 15% of the meetings. The impeachment process will likely occur only after a failure to correct their behavior when warned unofficially by their peers.

At least two titled officers must be in agreement that there is a problem in order to hold a hearing with the accused officer. The hearing will not be a standard officer meeting, although the process may be started in a regular officer meeting. The hearing will serve to decide whether the officer should be impeached, or returned to duties on a probationary period.

After the initial hearing, the officer under threat of impeachment has the option of addressing the club, whether through written or spoken means. The other officers will decide whether to proceed with impeachment, offer probation, or encourage withdrawal based on circumstances.

An officer will objectively present the reasons for the motion to impeach the accused, and a two-thirds majority of the general club population will decide whether or not the impeachment is carried through.

### Replacement of officers—

In case of withdrawal or impeachment, it is the remaining officer's duty to fill in for the vacant position until such time as the position can be filled by special election. At the next general club meeting, the matter will be brought to the attention to the members, and a special election will be held or scheduled.

Candidates must qualify as for the regular officer elections, and will be elected by simple majority rule.

The officers of this organization must meet the following requirements:

(a) Be in good standing with the university and enrolled: at least half time (six or more credit hours), if an undergraduate student (unless fewer credits are required to graduate in the spring and fall semesters) during the term of office, and at least half time (four or more credits), if a graduate level student (unless fewer credits are required in the final stages of their degree as defined by the Continuous Registration Requirement) during their term of office.

(b) Have a minimum cumulative grade point average (GPA) as stated below and meet that minimum GPA in the semester immediately prior to the election/appointment, the semester of election/appointment and semesters during the term of office. For undergraduate, graduate, and professional students, the

minimum GPA is 2.00. In order for this provision to be met, at least six hours (half-time credits) must have been taken for the semester under consideration.  
(c) Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (a) and (b).

## **Article VIII**

### **Adviser:**

#### Adviser Duties—

The Adviser shall be a resource to the organization in connecting with other faculty and campus resources. Their responsibility also includes meeting with the officers throughout the semester, and ensuring that WACS is acting in accordance with the rules determined by ISU and the Student Activities Center.

#### Method of election/selection of adviser(s)—

Candidates for the adviser role shall be nominated by any member of the organization, and then selected by the officers.

#### Adviser(s) Term of Service—

Advisers will retain their position as long as they are fulfilling their duties, are of qualified affiliation with the university, and wish to do so.

#### Impeachment/Removal of Advisers—

The adviser shall be impeached and removed from the role of advisor if they do not fulfill their duties or maintain a standard of behavior compatible with University standards. They may attend the final vote and speak on their behalf but are not required to do so.

#### Replacement of Advisers—

The replacement of an adviser should be the same as the selection of the adviser. The President and Vice President shall have the ability to call an emergency officer meeting in order to accomplish this in time for next general meeting.

## **Article IX**

### **Finances:**

All monies belonging to this organization shall be deposited and disbursed through a bank account established for this organization at the Campus Organizations Accounting Office and/or approved institution/office (must receive authorization via Campus Organizations Accounting Office). All funds must be deposited within 48 hours after collection. The Adviser to this organization must approve and sign each expenditure before payment.

No dues will exist for Women's Alliance for CyberSecurity, however the organization may obtain money through fundraising and acceptance of voluntary contributions from individual or corporate sponsors.

**Article X:**

**Amendments and Ratification:**

Once per academic year, the officers will meet and discuss any amendments that are needed for this constitution. The officers will then present the suggested modifications to the general members at the meeting directly following this discussion. All present general members will then discuss these modifications and ratify them by simple majority vote. Upon any alteration of the constitution, an officer will be tasked with the responsibility of taking the amended constitution to the Student Activities Center within 10 days for approval.