

**INFORMATION ASSURANCE STUDENT GROUP**  
**CONSTITUTION**  
FALL 2015

**ARTICLE I: NAME**

The name of this organization shall be the “Information Assurance Student Group”, which represents its status as a student extension of the Iowa State Information Assurance program.

**ARTICLE II: PURPOSE AND GOALS**

*Section 1, Mission:*

IASG shall be dedicated to teaching students, both members and non-members of the club, how to deal with computer security issues. IASG is committed to the highest standards of integrity, excellence, and performance in dealing with both faculty of Iowa State University, faculty of other institutions, representatives of corporations, government entities, and other students.

The mission of IASG members shall be to obtain and pass on knowledge of security concepts and problems that they are faced with. As the members of the club are to be specialists in their respective industries, this club of undergraduate and graduate students has the ability to understand the needs, expectations, and technical strengths of those who call upon them.

**ARTICLE III: STATEMENT OF COMPLIANCE**

The Information Assurance Student Group entirely abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations. The IASG agrees to annually complete President’s Training, Treasurer’s Training and Adviser Training (if required).

**ARTICLE IV: NON-DISCRIMINATION STATEMENT**

Iowa State University (and the IASG) 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**

*Section 1, Qualifications:*

Any student at Iowa State University, undergraduate or graduate, may be involved in IASG. There is no experience requirement; IASG only requires interest in Information Assurance

topics.

Meeting presenters may be undergraduate students, graduate students, faculty, corporate representatives, or anyone else the cabinet decides will benefit the group with their presentation.

### *Section 2, Membership Dues:*

As IASG is largely funded by corporate donations, there is no due required for normal attendance of group meetings and activities.

## **ARTICLE VI: RISK MANAGEMENT**

The President, IASG is designated 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 IASG, [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**

Any officer may delegate a task to another officer, a committee, or a coordinator for that task if it is necessary for the successful completion of the task. This will require the notification of the President, IASG; and does not remove responsibility from that member for the successful completion of the task.

Officers shall be elected by a majority vote of the group's membership, submitted by secret ballot. Elections shall take place at the end of the spring semester and be effective at the beginning of the summer semester.

Officers may be removed from office by:

- a. Majority vote of the other officers
- b. By executive decision of the President, IASG or Advisor, IASG

Should an officer be removed from their IASG position or become ineligible for the position, the President, IASG or Advisor, IASG can choose to either hold an election for the position at the next meeting date, or simply appoint a member to the position.

To be eligible for any office within IASG, the student candidate in question shall:

- a. 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.

- b. 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.
- c. Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (a) and (b).

**President:**

The President, IASG shall be responsible for the coordination of all IASG activities.

This office shall be the primary liaison between IASG and other schools, IASG and Iowa State University, and IASG and Corporate Representatives.

This office shall be responsible for the delegation or execution of duties that fall outside the scope of any cabinet office.

The President is designated as the Risk Management officer. The Risk Management officer's duties include minimizing potential risks for club activities, recommending risk management policies or procedures to officers and members of IASG, submitting documentation to ISU's Risk Management Office for travel and/or the proper handling of food, ensuring that Iowa State University policies are followed at all of the organization's events, ensuring that necessary waivers and background checks are on file with Risk Management for events (if applicable), ensuring that club events are submitted to the Event Authorization Committee for approval (if applicable).

**Treasurer:**

The Treasurer, IASG shall be responsible for tracking the funds of IASG. This shall include:

- Developing an annual budget for IASG, to be approved by the majority of the cabinet
- Collecting dues & fees, when required
- Getting monthly statements from Campus Accounting
- Overseeing expenses of IASG
- Help coordinate sponsors for IASG activities, including the Cyber Defense Competition

This office shall report to the President, IASG.

**Secretary:**

The Secretary, IASG shall be responsible for administrative details of the club, events, and meetings. This shall include:

- Sending Meeting and Event Reminder Emails to IASG Members
- Collecting presentations at meetings and posting the presentations on the website
- Assisting the President, IASG with scheduling of meeting presenters
- Taking pictures during meetings and events
- Maintaining the Constitution, with the aid of the other cabinet members
- Administering IASG mailing lists with coordination with President

This office shall report to the President, IASG.

**Public Relations Chair:**

The Public Relations Chair, IASG shall be responsible for the image displayed by IASG to the University, the Ames community, corporate sponsors, and any other entity with which IASG may interact. This shall include:

- Communicating with Departmental Advisors for advertisement of the club to students
- Preparing and Distributing IASG Brochures and other Handouts
- Preparing and Distributing IASG Posters to advertise Meetings and Events
- Coordinating Community Outreach Events
- Production of logos and images to represent IASG

This office shall report to the President, IASG.

**Activities and Equipment Chair:**

The Activities and Equipment Chair, IASG shall be responsible for the IASG Internet site and IASG equipment. This shall include:

- Development and Maintenance of the IASG Internet presence and web server
- Maintaining and managing IASG equipment
- Creation and enforcement of policies for the use of IASG equipment by IASG members with policies approved by majority vote of the cabinet.
- Planning and arranging activities involving the use of IASG equipment
- Suggesting ideas of equipment purchases to IASG cabinet

This office shall report to the President, IASG.

## **Social Chair:**

The Social Chair, IASG shall be responsible for IASG social events. This shall include:

- Planning and arranging social events for IASG members
- Facilitating socialization between IASG members
- Coordinating with Public Relations Chair on the advertisement of social events
- Assist with planning and arrangement of other IASG events

## **ARTICLE VIII: ADVISER**

### *Section 1, Duties:*

- a. Be aware of and approve all financial expenditures
- b. Ensure that the organization is operating in conformity with the standards set forth by Iowa State University and the Student Activities Center
- c. Remain in regular contact with the President, IASG and give applicable feedback

### *Section 2, Appointment of Adviser:*

The advisor term will last from August to August, and is automatically renewed annually unless overridden by a majority vote from the cabinet, in which case the new advisor position will be effective immediately after the vote. The adviser should only be dismissed under extreme circumstances.

## **ARTICLE IX: FINANCES**

### *Section 1, Administration:*

IASG finances shall be administered by the Treasurer, under the supervision of the President, IASG in compliance with all regulations set forth by Iowa State University Campus Accounting.

### *Section 2, Location of Funds:*

Funds will be kept in the Iowa State Student Organizations account designated for IASG.

### *Section 3, Terms of 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. Adviser, IASG must approve and sign each expenditure before payment.

## **ARTICLE X: CORPORATE RELATIONSHIPS**

IASG shall maintain relationships with corporate representatives for purposes of sponsorship and networking opportunities for members of IASG. Contacts with these representatives shall be through the President, IASG unless circumstances require otherwise.

## **ARTICLE XI: MAILING LIST**

Communications to the IASG mailing list shall be limited to official announcements only. Communications to this list shall be from the President, IASG, Vice President, IASG or Secretary, IASG unless circumstances require otherwise.

## **ARTICLE XII: AMENDMENTS AND RATIFICATION**

Amendments to this document and ratification of this and future revisions of this document shall require majority approval of the general membership of the club.

**RATIFIED BY THE UNDERSIGNED**