

Constitution of Information Assurance Student Group

Created: Fall 2023

Article I – Name

The name of this organization shall be “Information Assurance Student Group”, abbreviated as “IASG”, at Iowa State University.

Article II – Purpose

The purpose of the Information Assurance Student Group is to further student’s, both members and non-members, knowledge and understanding of general cyber security, with emphasis on member interest areas. We are also committed to operating with the highest standards of integrity of our field. This includes acting with integrity, respect, and performance when dealing with Iowa State University, its members, other institutions, representatives of corporations, and government entities.

The mission of IASG’s 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, expectation, and technical strengths of those who call upon them.

Article III – Statement of Compliance

Information Assurance Student Group abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations. Information Assurance Student Group agrees to annually complete President’s and Treasurer’s Training, and any other required procedures to remain in good standing with the University.

Article IV – Non-Discrimination Statement

Iowa State University and Information Assurance Student Group 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: Requirements

Any student at Iowa State University, undergraduate or graduate, who is interested in cyber security concepts and topics may be a member or participant in IASG. There are no other requirements of membership at this time, including but not limited to experience, major, or attendance.

At this time there is no dues requirement as the club is entirely funded by corporate donations. If funding sources or requirements were to change in the future, this requirement could also change with a minimum of 1/2 semester notice. In the event dues are required, there must also be an alternative for members in a financial situation where they are able to pay dues, to have their dues waived. These donations and dues may, but will not always cover funding for special events like conferences, in such an event, additional money may be needed by members choosing to participate in these events.

Section 2: Removal

1. Reasons for removal may include, but are not limited to, use of derogatory language, bullying, harassment, theft, repeated disruptions during meetings, or any other action deemed unacceptable by the current Student Disciplinary Regulations (Code of Conduct). Depending on the severity of the infraction, this may result in a formal warning prior to removal from the club. This removal will be initiated by the cabinet, and the individual will be notified of their removal. They may raise a dispute to the club advisor. Ability for the removal to be repealed will be decided on a case-by-case basis, and noted for eligibility at the time of removal.
2. The removal process may also be initiated by any member of the organization.
 - A formal call for removal must first be brought to the officers of the organization. A member may call for removal of another member by emailing the cabinet email (iasg-cabinet@iastate.edu), the President, Vice President, or Treasurer of the organization, and requesting to discuss their concerns at the nearest officer meeting.
 - Officers must have a majority vote of approval to remove a member. If there is a majority vote, the member will be notified of their removal with necessary reasoning given, along with an option to dispute their removal.
 - If the individual chooses to dispute their removal, the removal will be discussed to the whole club from both parties, and will be voted upon in a general meeting. Where a majority of members is needed to deny the individual's removal from the club. This MUST be done with a secret ballot of some form, and done so in a manner that it may be audited.
 - In the event the individual wishes to appeal further, they must submit a written appeal to the club advisor.
 - Any removed member may request repeal of the removal 365 days after removal. This must be a written request to the whole cabinet, and the officers must have a 2/3 majority vote to reinstate the member.

Article VI – Officers

Section 1: Officer Positions and Duties

1. President
 - Facilitate officer meetings and general meetings.
 - Oversee the activities of the officers and general membership.
 - Be the primary contact between IASG and other schools, corporations, and Iowa State University, unless decided otherwise.
 - Maintain long term communications, and contact lists for corporation contacts.
 - Facilitate culture in the Discord server used for communication, and act as the primary Administrator
 - Maintains record of membership in the student organization database.
 - Serve as the Risk Management Officer to (a) help minimize potential risks for club activities, (b) recommend risk management policies or procedures, (c) to submit documentation to ISU's Risk Management Office and (d) to ensure that proper waivers and background checks are on file with Risk Management for events.

- Maintain contact with the Advisor regarding organization activities and concerns
 - Complete all training as required by Iowa State University policy.
2. Treasurer
- Manage the club's finances, including regular reports of current financials.
 - Hold the club's purchasing card (p-card) and assign additional p-card(s) to other designated club members.
 - Maintain the club's budget and work with officers to determine spending allowances.
 - If necessary, collect dues at the beginning of each semester.
 - Work with the Advisor to approve expenditures of the club.
 - Complete all training as required by Iowa State University policy.
 - Help coordinate with ISEAGE for helping with funding of club adjacent events like the Cyber Defense Competition (CDC)
3. Vice President
- Assist the president in his roles and take over when deemed necessary by the president
 - Assist in communicating club events with club members
 - Keep up to date on club requirements, and remind all cabinet members of upcoming deadlines
 - Providing support for special club events that do not fall under other chairs
 - Send meeting reminders for special events that do not fall under other chairs
 - Gathering material for publishing purpose, pictures of meetings, club events, etc
 - Assist in managing all communication channels the club has, for example being an additional administrator on the club Discord.
4. Equipment Chair
- Manage the club's equipment, both available for loan, and not for loan.
 - Maintain accurate report of the contents of the storage cabinet in the ECPE Student Organization Storage Room (Coover 3032)
 - Maintain knowledge of what cabinet members have access to the storage room
 - Develop club policy around equipment loans, and proper equipment usage club members must follow.
 - Check out equipment to club members wishing to use club equipment
 - Keep up to date on when equipment will be returned to the club
 - Work with the Treasurer and President to acquire any requested equipment from club members
 - Work with the Treasurer and President in retrieving funds from club members who have failed to return, or damaged club equipment.
5. Web Video Chair
- Record club meetings if applicable (and possible)
 - Request permission prior to recording meetings of talks from non-club members
 - Edit and cleanup meeting recordings to allow easier watchability at a later time
 - Publish recording in a public manner, on a social media platform belonging to the club
6. CTF Captain
- Organize club activities around Capture The Flag (CTF) competitions.

- Prepare for the annual club hosted CTF, SpookyCTF, which occurs at the end of October each year. This includes coordinating themes, challenges, event planning, and other required duties.
 - Finding, and registering for CTFs that the club can compete in as a team. This is typically under the team name “Pseudo Sudo”, or some other team name representative the team consists of members of IASG.
 - Help maintain and pass on knowledge to club members about the Cyber Defense Competition.
7. Social Outreach Chair
- Act as the primary contact with other Departments, Faculty, and Student Organizations for club outreach and cross-organization collaboration.
 - Prepare materials for IASG outreach events like Clubfest, or posters being hung
 - At the beginning of each semester reach out to the professor of CYBE 230, and CYBE 231 (or equivalents), to facilitate communication of what IASG is to these newer students in the Cyber Security Engineering major, and Cyber Security minor programs.
 - Organize, and plan for semesterly outreach events provided by the university such as Clubfest. This will also include
 - Maintain knowledge of, and provide clear use of logos and public images that represent the club
8. Web Admin
- Maintain the club’s website, and internet presence
 - This includes, but is not limited to updating meeting times, adding blog posts, and maintaining a list of sponsor logos on the website.
 - If any other major social media is used, maintain knowledge, access, and presence to these services

Section 2: Elections

1. Elections will occur annually during the end of the Spring semester.
2. Voting will occur at a general meeting.
3. The meeting where voting will be held will be announced at least 1 week in advance.
4. Members interested in running for an officer position can make it known they have intention to run anytime between meeting announcement, and the time of election.
5. At the voting meeting, each candidate will have at least 2 minutes to speak in front of general membership.
6. Voting will occur by secret ballot on an anonymous virtual form or secret paper ballot. Candidates will be elected by a majority vote of members present at the meeting.
 - In the case of a tie, an immediate run-off election will be held between the tied candidates. Voting will occur by secret ballot in which members will write the name of their chosen candidate on a piece of paper and submit it to the outgoing President.
 - In the case that no candidate receives a majority vote, an immediate run-off election will be held between the two highest voted candidates. Voting will occur by secret ballot in which members will write the name of their chosen candidate on a piece of paper and submit it to the outgoing President.

7. The term of office for all officer positions shall be one year, beginning at the start of the summer semester, and run til the end of the coming spring semester.

Section 3: Impeachment/Removal

1. Officers can be removed from their position by a vote of club membership.
2. Grounds for removal include, but are not limited to, failure to uphold the responsibilities of the position, use of derogatory language, bullying, harassment, theft, repeated disruptions during meetings, or any other action deemed unacceptable by the current Student Disciplinary Regulations (Code of Conduct).
3. Any club member may initiate the impeachment process by bringing a written request for removal and reasons for removal to the highest-ranking officer not in question for removal.
 - The officers will hold a special meeting with the Advisor to deliberate.
 - The officers (excluding the officer in question) and Advisor must have a majority vote of approval of all officers to move the impeachment process to a general membership vote. The officer in question may not be present for the officer vote. Officers will vote by a show of hands.
4. Officers can be removed from their position by a majority vote of club membership present at the voting meeting.
 - Voting will be conducted by secret ballot at a general meeting.
 - The vote will be announced at least one week prior to the meeting.
 - The voting method will be an anonymous virtual form or secret paper ballot (method decided by officers).
5. The officer in question must be provided a summary of the reasons for removal at least one week in advance of the vote.
6. The officer in question will be allowed to speak to membership for a maximum of 5 minutes before voting occurs. The officer in question will be asked to leave the meeting while deliberation and voting commences. The officer in question will be informed of the results and be allowed access to the ballots if requested.
7. The officer in question may attempt to appeal the results of the vote by contacting the Advisor of the organization and submitting a written statement. The advisor must respond with their decision within 10 days. No secondary appeals will be permitted.

Section 4: Officer Replacement

1. In the case of an officer vacancy, the president will nominate a replacement and will be voted in by majority vote of the Cabinet

Section 5: Minimum Cumulative GPA for Officers

The officers of this organization must meet the following requirements:

1. 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.

2. 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
3. Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (a) and (b).

Article VII – Advisor

Section 1: Duties

The duties of the advisor are to provide general oversight to the group and to ensure that the organization is complying with the standards set forth by Iowa State University and Memorial Union Student Engagement.

Section 2: Method of Selection

1. Advisor candidates shall be verbally nominated by officers at a predetermined officer meeting.
2. A candidate may be elected through a majority vote of officers.
 - Officers will vote through a show of hands.
 - All officers must be present for a vote to occur.
3. Once a candidate is selected, the President will contact the Advisor candidate to offer the position.
4. If the Advisor candidate declines, the officers of the organization will repeat steps (a)-(c).

Section 3: Terms of Service

The Advisor of the organization shall serve at their leisure, until they choose to provide notice they will not be continuing. Ideally this will be a minimum of 1/2 semester of notice if possible.

Section 4: Impeachment/Removal of Advisor

1. The Advisor can be removed from their position by a unanimous vote of club officers at an officer meeting.
 - Grounds for removal include, but are not limited to, failure to uphold the responsibilities of the position, use of derogatory language, bullying, harassment, theft, repeated disruptions during meetings, or any other action deemed unacceptable by current Disciplinary Regulations.
2. The Advisor must be notified and given reason for removal at least one week prior to voting.
3. The Advisor will be given the opportunity to speak in front of the club officers before a final decision is made. The Advisor may speak for 5 minutes, then they must leave the room while voting and deliberation occurs.
4. The Advisor will be notified of the decision via email.

Section 5: Replacement

In the event an Advisor must be replaced, the method of selection shall be the same as described in Article VII Section 2.

Article VIII – Finances

1. 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 Advisor to this organization must approve and sign each expenditure before payment.
2. Upon disbandment of the Information Assurance Student Group, all funds and properties in excess of liabilities and expenses of dissolution will be offered firstly to the Cyber Security Engineering Department and faculty. Any remaining funds or equipment will then be distributed by the cabinet, in the most even way possible among the active club members at the time of disbandment.
3. If needed, dues will be determined by a majority of officers at the beginning of each semester.
 1. Dues will be collected by the Treasurer within the first 3 weeks of each semester through the student organization marketplace.

Article IX – Club Communication

1. The primary communication between club members and cabinet will be the Discord server provided on the club website.
 - a. Members must follow all Student Conduct Policies when communicating with each other.
 - b. Any member failing to follow these policies can be silenced, or banned at the discretion of the cabinet. In the event a silencing or banning occurs, the user will be notified of the policy they have broken.
 - c. If possible, silencing will be used in favor of a ban, to still allow the member the ability to read club announcements, and communications.
2. The primary method of contact to the cabinet as a whole is the cabinet email iasg-cabinet@iastate.edu. Emails to this address will go to all cabinet members, and an appropriate member will respond.

Article X – Amendments and Ratification

1. The amendment process may be initiated by any club member.
 - Requests for amendment must be submitted in writing to the club officers
 - The officers must have a majority vote of approval to move the amendment to a general membership vote.
 - Officers will vote through a show of hands.
2. The Constitution may be amended or ratified by a majority vote of club membership as well as the cabinet present at the meeting.
 - Voting will take place at a club meeting.

- Voting will be conducted by show of hands.
- 3. Amendments to the organization's constitution must be submitted to Student Engagement within 10 days for approval.
- 4. In the event a constitution is rejected because it does not meet Iowa State University policy and/or constitution requirements, the following may occur.
 - Any changes to bring the constitution into compliance may be made with unanimous approval from the President, Treasurer, and Advisor.
 - Notification of these changes must be communicated at the next full organizational meeting.