

## Constitution

### **1. Name**

- 1.1. The club shall be known as: McMaster Cyber Society (MCS)

### **2. Purpose**

- 2.1. The Foster a dynamic and inclusive community focused on cybersecurity awareness, education, and hands-on learning.
- 2.2. Provide students with opportunities to participate in Capture the Flag (CTF) competitions, workshops, and training sessions to develop technical and critical thinking skills in cybersecurity.
- 2.3. Promote cybersecurity knowledge across McMaster University to empower students and staff to navigate the digital world securely.
- 2.4. Collaborate with institutions, industry professionals, and organizations to enhance learning experiences and build a strong cybersecurity network.
- 2.5. Uphold ethical hacking practices and ensure members understand the importance of integrity in cybersecurity.

### **3. Membership**

- 3.1. Membership of the club shall be open to all members of the MSU who support the purpose of the club.
- 3.2. Honorary Membership shall be granted to an interested party (non- MSU members) upon approval by the executive members of the club.
- 3.3. Honorary Members may not hold executive positions, expend funds, or have voting status at meetings.

### **4. Executive**

- 4.1. The Club executive will consist of; Co-Presidents, VP Events, VP Finance, VP Outreach, VP Communications.
- 4.2. The **Co-Presidents** shall:
  - 4.2.1. Preside over all meetings of the club and shall be an ex-officio member of all committees within the club.
  - 4.2.2. Call all executive meetings and general meetings.
  - 4.2.3. Handle the day-to-day operations of the club.
  - 4.2.4. Ensure the club's adherence to MSU policies.
  - 4.2.5. Manage all aspects of social media.
  - 4.2.6. Serve as the main liaison with UTS and other institutional stakeholders.
  - 4.2.7. Have final say in all significant club matters.
  - 4.2.8. Ensure all executive members have the support they need to succeed in their duties.
  - 4.2.9. Ensure there is respect, honesty and transparency between all members of the club.
- 4.3. The **VP Finance** shall:
  - 4.3.1. Create and maintain an annual budget

- 4.3.2. Keep the account books of the club, shall arrange for the custody and distribution of funds pursuant to the executive and general membership's direction.
  - 4.3.3. Give a report to the finances of the club at each executive meeting
  - 4.3.4. Have the books available upon the request of any executive member of the club.
  - 4.3.5. Keep a consistent record of all funds going into the club.
  - 4.3.6. Keep a consistent record and manage all donation funds.
  - 4.3.7. Be responsible for properly distributing all donation funds to respected shelters or charities.
  - 4.3.8. Ensure all events align with the club's annual budget.
  - 4.3.9. Monitor and track all club related expenses.
  - 4.3.10. Provide valuable financial advice when applicable to the Co-Presidents or any executive members.
- 4.4. The **VP Events** shall:
- 4.4.1. Present a list of prospected events to the Co-Presidents at the beginning of each academic year, including workshops, guest speakers, and CTF competitions.
  - 4.4.2. Regularly research event ideas that the club would be interested in.
  - 4.4.3. Plan and execute events from start to finish, ensuring all necessary logistics are in place.
  - 4.4.4. Attain all proper documentation for events (i.e. Food safety certifications, Insurance, ticketing.)
  - 4.4.5. Ensure all events planned are well organized.
  - 4.4.6. Handle all event arrangements (i.e. booking location, ordering supplies, ordering food.)
  - 4.4.7. Work with the Co-Presidents to plan and organize volunteer trips.
  - 4.4.8. Confirm with VP Finance before the finalization of an event that all expenses align with the club's budget. If not, they must work together to make necessary adjustments to the event.
  - 4.4.9. Present a list of what worked well and what didn't after every event to the executive members.
  - 4.4.10. Ensure all events align with the club's mission.
- 4.5. The **VP Communications** shall:
- 4.5.1. Manage all Public Relations with members and outside community.
  - 4.5.2. Respond to messages on social media platforms (i.e. Instagram, Discord) and ensure content is updated regularly.
  - 4.5.3. Lead community engagement initiatives to spread cybersecurity awareness, both within McMaster and beyond.
  - 4.5.4. Create and distribute flyers, posters, and other promotional materials for events and club activities.
  - 4.5.5. Send and respond to E-Mail's.
  - 4.5.6. Maintain a positive public image and reputation for the club.

- 4.5.7. Foster relationships with other clubs within the McMaster community, external organizations, and industry professionals.
- 4.5.8. Ensure consistent and clear communication between executive members.
- 4.5.9. Capture photos and videos at all events and have them sent to the Co-Presidents before the end of each event.

## **5. Election**

- 5.1. All executive positions shall be held by MSU members.
- 5.2. All executive positions shall be granted by the Co-Presidents.
- 5.3. Anyone interested in an executive position must fill out the google / tally form and expect to attend a virtual interview conducted by one of/both of the Co-Presidents.
- 5.4. If an executive is removed from their position, a hiring announcement will be sent out to the members of the club and interviews will be conducted as soon as possible.
- 5.5. If an executive chooses to step down, they must give notice to one of the Co-Presidents within 2 weeks of their anticipated end date. Once the notice has been given, a hiring announcement will be sent out to the members of the club and interviews will be conducted as soon as possible.
- 5.6. Notice will be given to all club members and the Clubs Administrator of all executive changes.

## **6. Finances**

- 6.1. The club may be eligible to solicit financing from the MSU.
- 6.2. Monies received shall not involve any obligation of the MSU.
- 6.3. The club may use any means consonant with the constitutional purpose and in its membership to raise funds for its program upon advice of the Clubs Administrator.
- 6.4. The club's books may be subject to an annual audit by the MSU and shall be filed with the MSU auditor or Clubs Administrator within five business days of the request for audit.
- 6.5. Any donation funds collected from events must be sent to their respective shelters or charities within 30 days of that event.
- 6.6. All cheques shall be signed by one of the VP Finance or the Co-Presidents.

## **7. Meetings**

- 7.1. General
  - 7.1.1. General meetings shall be open to all club members
  - 7.1.2. Is to be referred to as the kickoff of a new season governed by McMaster Creates.
  - 7.1.3. At least one general meeting shall be called by one of the Co-Presidents per academic term.

## 7.2. Executive

- 7.2.1. At least one executive meeting shall be called by one of the Co-Presidents per month.
- 7.2.2. Upon the receipt of written request to the Co-Presidents for an executive meeting, signed by at least 3 executive members, one of the Co-Presidents shall call an executive meeting at the earliest possible date.
- 7.2.3. Voting procedure for regular business at an executive meeting shall be by simple majority.

## 7.3. Quorum

1. A quorum of 1/3 of the total membership is required for a general meeting.
2. A quorum of 2/3 of the executive is required for an executive meeting.

## **8. Amendments**

- 8.1. Passage of amendments to the constitution shall be 2/3 affirmative vote at a quorum meeting.
- 8.2. Each amendment shall be referred to the MSU Clubs Administrator and Speaker for approval, then to the SRA for its acceptance.

## **9. Disclaimer**

- 9.1. The views and actions of this club in no way reflect the views of all the members of the McMaster Students Union or McMaster Students Union Incorporated.