



CONSTITUTION OF THE COMPUTER NETWORKING & INFORMATION SECURITY CLUB OF CHAMPLAIN COLLEGE



Article I – Name

The name of this non-profit organization shall be the Computer Networking & Information Security (CNIS) Club of Champlain College. All reference to “CNIS” or “CNIS Club” in this constitution or any document relating to this club shall be herein accepted as reference to the Computer Networking & Information Security Club of Champlain College located in Burlington, Vermont.

Article II – Purpose

The purpose of the CNIS Club is to help members stay on the cutting edge of computer networking and information security by presenting current developments in the field, and encouraging extra-curricular participation. The association will host guest speakers who, by giving presentations and lectures, will benefit the Champlain College IT community with a focus on the computer networking and information security community. In addition, the association will provide a venue for practical, hands-on networking and information security exercises.

Article III – Membership

Students are entitled to membership rights. However, to remain an active member in the CNIS Club, one must attend at least fifty percent of the association’s meetings each semester.

Active members will be given preference over other attendees when spaces for an event are limited. In addition, only active members of the association will be able to run for office and possess voting privileges.

Article IV – Officials

Section 1: Officials and Their Duties

The officials of the Computer Networking and Information Security Club will consist only of Computer Networking and Information Security majors from Champlain College with exceptions allowed for students who are in the Computer & Digital Forensic Program as long as they are actively pursuing a double major or certificate in CNIS. The President and Vice President will be elected by members of the association. These officials, with the assistance of one of the association’s faculty members, will then appoint an active member to the office of the Administrative Assistant. The duties of each official are as follows:

- President:** Responsible for maintaining the direction of the club by scheduling meetings and arranging for guest speakers. He or she is also responsible for finalizing spending decisions and making sure the Committee Heads only work on their assigned tasks.
- Vice President:** Responsible for publicity as well as communication with the student body, faculty members and other organizations. He or she is also responsible for miscellaneous managerial tasks and aiding the President in making sure the Committee Heads only work on their given tasks.
- Committee Heads:** Responsible for managing all aspects of the committee that was created to fulfill a specific task for the club. In addition, the Committee Head is responsible for advising the President and Vice President in matters when the issue at hand will affect the committee or if the committee's actions will affect the rest of the club.
- Administrative Assistant:** Responsible for recording attendance and proceedings at meetings as well as keeping track of the clubs finances and advising the Committee Heads of how much money they are allotted for their individual projects.
- Committee Coordinator:** Responsible for coordination of the actions of the different committees and handling the communication and coordination between the different Committee Heads and the President and Vice President of the club.
- Webmaster:** Responsible for keeping the CNIS Club website up and running and responsible for the implementation of new materials and pages with the approval of the President.

Section 2: Voting Policies

The elections to determine the President and Vice President for the upcoming academic year will take place at a meeting held in April. Candidates may run for no more than one office each academic year. Voting will occur by secret ballot, filled out by active members present at the meeting. Active members who cannot attend this electoral meeting may submit absentee ballots to the faculty advisor. The candidate who receives that majority of votes cast will be elected to office.

Committee Heads will be chosen on a volunteer basis when an event or issue that warrants the creation of a committee arises. If two or more people want to be the Committee Head of the same committee, it is the responsibility of the President to choose the new Committee Head based on skills, available time, and other factors that would affect the candidate's ability to be a Committee Head.

Section 3: Succession of Power

If the current President for the academic year is unable to continue serving the club, the Vice President will become the new President and an emergency election will be held to determine the new Vice President.

If the current Vice President for the academic year is unable to continue serving the club, an emergency election will be held to determine the new Vice President.

If both the current President and Vice President of the academic year are unable to continue serving the club, the Committee Coordinator will be placed in charge and advised by the Committee Heads until an emergency election can be held to determine the new President and Vice President.

If the Administrative Assistant is unable to continue to serve the club, then the Administrative Assistant's responsibilities will fall to the acting Vice President until a new appointment is made.

If a Committee Head is unable to continue to serve the club, then a new Committee Head will be chosen out of the remaining eligible members in the committee by the President and Vice President.

If the Committee Coordinator is unable to continue to serve the club, then a new Committee Coordinator will be chosen by the President and Vice President.

If the Webmaster is unable to continue to serve club, then a new Webmaster will be chosen by the President and Vice President.

If all the officer positions are empty for whatever reason, the club advisor will be placed temporarily in charge of the club until a new set of officers can be elected in an emergency election by all club members.

Section 4: Removal from Office

Should any officer in the Computer Networking and Information Security Club be found abusing their power, stealing money from the club for personal use, or is caught engaging in conduct that will reflect poorly on the club, they will be removed from office and their position filled following the rules of succession outlined in Article IV, Section 3 of this Constitution.

If any club member suspects one of the officers is engaged in conduct warranting their removal, they should bring it up to the club advisor. The advisor will determine if the accusations have merit, either by personal investigations or by assigning a club member to investigate it for him. Once sufficient evidence is procured, as deemed by the advisor, the advisor will bring the evidence before the accused officer in front of club members. There the accused will have a

chance to defend his or herself before the club puts it to a two thirds majority vote whether to remove the officer from their position.

Section 5: Removal of Club Advisor

Should the club members find that the advisor is abusing his/her role as club advisor or is negligent of their duties, a two-thirds majority vote of all club members, both active and non-active, will be held after the reasons for removing the advisor has been stated. If the vote is passed the advisor is then officially striped of his/her title and a new advisor will be considered. Club members can make suggestions as to who the next advisor should be, but it is up to the President and Vice President to seek out the potential advisors and ask them to take the position. This responsibility will supersede all other club activities the President and Vice President have and all club meetings will be suspended until a new advisor is chosen. If no one can be found to advise the club then the President and Vice President can either ask the old advisor to come back, or disband the club, following the rules of dissolution outlined in Article VII.

Article V – Meetings

Official meetings will be announced by officers of the association as the year progresses, with a meeting to prepare the association’s budget and other organizational matters to be held in September. In addition, a meeting to elect the association’s new President and Vice President will be held each year in April. The association may reserve rooms on campus for regularly scheduled meetings (see SGA Guide for additional information).

Article VI – Finances

The Administrative Assistant is responsible for keeping the club members and officers informed as to the amount of money spent and the amount remaining for use, with a report to the club at the end of each semester.

The Administrative Assistant along with the President and Vice President will work together at the end of the school year to draw up a budget for the upcoming year. They will determine how much money should be requested for the club activities from the Student Government Association.

At any time, should an Officer, Club member, or the academic advisor wish to see the financial report for the club, it is the job of the Administrative Assistant to comply and show them the current amount of money spent, what will be spent, and what is estimated to be left over.

Article VII – Dissolution

In the event of the dissolution of the Computer Networking and Information Security Club, then all remaining Club assets will be transferred to the Computer Networking and Information Security Program at Champlain College.

Article VIII – Meetings

Meetings will be held to discuss future and ongoing club activities, hear reports from Committee Heads about their committees' progress, listen to and interact with guest speakers, and to discuss current news from around the world about Computer Networking and Information Security.

It is the responsibility of the President and the Vice President to plan when and where Club meetings will be held unless the President and Vice President are no longer able to serve, in which case the academic advisor will call the next meeting to hold the emergency election to choose the new officers.

Article IX – Use of Club Resources

All resources of the Computer Networking and Information Security Club are to be used in accordance with the goals and activities of the club.

It is the responsibility of the Committee Heads to procure and use the resources that are needed for their committee with preapproval from the President, Vice President, and the Administrative Assistant.

For non-committee resources, it the responsibility of the President and Vice President to look after the resources and their use, unless the resource represents a significant monetary investment to the club, in which case the Administrative Assistant will also be involved in safeguarding the club resource.

Article X – Amendments

Amendments to this constitution may be proposed by any active member of the association. Proposals to amend the constitution must be given with two weeks advance notice. Amendments must be passed by a two-thirds majority of voting members in order to be enacted.

The clubs advisor may veto any amendment that he/she deems negative, harmful, or otherwise inappropriate or undesirable for the club. Should the club members wish to override the veto of the advisor; a two-thirds majority vote will be held after the advisor explained why he/she initially vetoed the amendment.

Article XI– Other Policies

- The accounting records of the CNIS Club will be kept open for review by the association's members.
- Honorariums for guest speakers are acceptable on a case-by-case basis and approved of by the Administrative Assistant, the President, and the Committee Head who is responsible for the event.
- Attendance at meetings is to be recorded by the Administrative Assistant. If the Administrative Assistant is absent, attendance must be taken.

Article XII – Revisions

This constitution was last revised on December 23, 2008.