ACM Cyber

ACM Cyber Constitution

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Article I: General Provisions

Section 1 - Name of Student Organization

The organization shall be called ACM Cyber. It may also be referred to as ACM Cyber at UCSD and ACM Cyber at UC San Diego. In this document the UC San Diego Student Chapter of the Association for Computing Machinery shall be referred to as ACM General. The international Association for Computing Machinery shall be referred to as the ACM.

Section 2 - Previous Designations

ACM Cyber changed its name in June of 2020 from The Cybersecurity Group at UCSD to its current official name reflecting its status as a subdivision of ACM General. This organization was originally founded on September 15, 2019.

This reorganization is contingent on a set of agreed-upon conditions outlined in Article III below.

Section 3 - Definitions

1. **ACM** - Association for Computing Machinery, the international non-profit computing organization that ACM UCSD is a chapter of.
2. **ACM General** - The UC San Diego chapter of the Association for Computing Machinery, which ACM Cyber is affiliated with.
3. **ACM Membership Portal** - Software used by ACM General to track membership and event attendance. Currently at https://members.acmucsd.com.
4. **CyberGroup** - The short version of the previous name of this organization, The Cybersecurity Group at UC San Diego. Also stylized as *CGaU*.
5. **The Former CyberGroup Board** - Used in language which refers to the leadership of CyberGroup before the merger between ACM General and CyberGroup. Any person with voting rights in this org before June 2020, explicitly enumerated here as: Christopher McGuire, RJ Wakefield-Carl, Yash Potdar, and Shawn Gomos.
6. **Committees** - Small teams internal to ACM Cyber that oversee and make decisions about various ACM Cyber activities and responsibilities. For details, see Article VII.
7. **Board Member** - A Staff Member of ACM Cyber with voting rights in the overall organization.
8. **Staff Member** - a member of ACM Cyber that sits on a committee, but is not explicitly given voting rights outside of the committees they sit on.
9. **Executive Action** - A change or decision requiring a Board Member vote. See Article VI, Section 6 for more details.
10. **Teams** - one or more of ACM Cyber's competitive teams of members that participate in cybersecurity competitions on ACM Cyber's behalf.

Article II: Purpose and Goals

Section 1 - Statement of Purpose

ACM Cyber is an organization designed to expand the knowledge of cybersecurity for all members of the UCSD undergraduate community. As part of ACM Cyber's mission, various workshops, panel discussions, seminars, and other programs will be hosted covering the latest information in all topics, issues, and concerns related to cybersecurity. The key element in developing cybersecurity understanding is the ACM Cyber's CTF (Capture-the-Flag) teams, a hands-on approach to learning important concepts and skills.

Section 2 - Goals

To achieve its purpose, ACM Cyber shall adhere to its Three Pillars:

1. **Learn** - educate both ourselves and our student body by hosting technical events and cultivating the budding cybersecurity community at UC San Diego.
2. **Practice** - put our knowledge and techniques we learn into practice by continuously engaging our members via advanced training and competitions on an international scale.
3. **Participate** - give back to our cyber community by hosting our own CTFs, publishing technical papers, and continuously engage with the UC San Diego community of student hackers.

Article III: Affiliation with Other Organizations

Section 1 - Affiliation with ACM General

ACM Cyber is concurrently a sub-division of ACM General. ACM Cyber as such is also affiliated with all of ACM General's other subdivisions. Events hosted by ACM Cyber will often be affiliated with ACM General, but events hosted by ACM General or any of its subdivisions may not necessarily be affiliated with ACM Cyber.

Contingent to the agreement to adopt the ACM Cyber name and utilize ACM General's resources, the following sections list conditions guaranteed and upheld by ACM General with regards to ACM Cyber, list conditions guaranteed and upheld by ACM Cyber with regards to ACM General, respectively.

Section 2 - Conditions guaranteed by ACM General

1. ACM Cyber has full autonomy over the content of its events, activities, and projects.
2. ACM Cyber has a financial structure independent of ACM General's finances, and has no financial obligation to ACM General. Money granted to or earned by ACM Cyber belongs to ACM Cyber, and cannot be accessed by ACM General. ACM Cyber has no obligation to ACM General unless money is granted by the latter to the former for a specified, agreed-upon purpose.
3. ACM General Board Members are not granted voting rights in ACM Cyber. ACM Cyber Members are not granted voting rights in ACM General.
4. ACM Cyber competitive teams are guaranteed no-competition from within the ACM network of sub-organizations. They are free to brand themselves as the "official competitive cyber team of UCSD".
5. ACM Cyber has complete jurisdiction over its branding and marketing for its events and overall design. They are free to market events outside of ACM General's marketing infrastructure, but it is deeply encouraged that ACM Cyber makes use of ACM General's marketing and design logistics for maximum efficiency and cohesiveness with the rest of the network.
6. All members ACM Cyber are not obligated to join ACM General as members.

Section 3 - Conditions guaranteed by ACM Cyber

1. ACM General has no obligation to promote and market ACM Cyber events if certain subjective branding guidelines are not met. In practice, this is determined on a case-by-case basis.

Article IV: Membership

Section 1 - Non-Discriminatory Clause

Members shall be accepted without discrimination on the basis of race, color, national origin, religion, sex, gender, gender identity, gender expression, pregnancy (including pregnancy, childbirth, and medical conditions related to pregnancy or childbirth), physical or mental disability, medical condition, genetic information, ancestry, marital status, age, sexual orientation, major, citizenship, or service in the uniformed services (including membership, application for membership, performance of service, application for service, or obligation for service in the uniformed services).

Section 2 - Membership Eligibility

Membership at ACM Cyber shall be open to all undergraduate students currently attending UC San Diego.

No fees or dues are required to be a member of ACM Cyber.

Section 3 - Membership Definition

Membership in ACM Cyber is defined as meeting *at least one* of the four following conditions:

1. Be a member in ACM General and attend ACM Cyber events.
2. Be signed up for the official ACM Cyber mailing list and attend ACM Cyber events.
3. Be voted into membership by the board as an Executive Action.

Section 4 - Membership Privileges

The potential privileges of active membership are as follows:

- Participate in events, conferences, field trips, and other relevant activities organized by the leadership team and other members.
- Get access to exclusive opportunities in the cybersecurity industry.
- Participate in cybersecurity competitions with ACM Cyber's competitive Teams on behalf of UC San Diego.

Members do NOT normally have voting privileges in the organization unless granted by other positions in the organization (**See**: Board Member, Staff Member).

Article V: Frequency of Organization Meetings

Section 1 - Board Meetings

Board Meetings will be held weekly during the Fall, Winter, and Spring quarters of UC San Diego's school year. Attendance in these meetings is required for Board Members, although Staff Members are welcome to also attend. The President is in charge of organizing and facilitating these meetings.

Section 2 - Staff Meetings

Each Committee may hold a Staff Meeting between their committee members at a least biweekly. Attendance in these meetings is required for Staff Members, who must be excused by the Board Member if an exception is to be made. If a staff member is absent without being excused by the Board Member twice in one quarter, they will be placed on probation for the rest of the year. After two absences without being excused while on probation, a staff member will be dismissed.

Section 3 - All Hands Meetings

All hands meetings will be held once a quarter in Fall, Winter and Spring. All staff and board members are expected to attend. This meeting will be a retrospective as well as a meeting to discuss constitutional amendments and executive actions.

Article VI: Board

Section 1 - Board Hierarchy, Responsibilities, and Enumerated Powers

- **President** - Oversees the organization and other Board Members. Also a Board Member for the purposes of voting. The President may not head a committee.
    - The President directs and sets the agenda at all Board Member meetings.
    - The President is in charge of designing, organizing, and leading the General Body Meetings.
    - The President is the face and point of contact for the organization.
    - The President is allowed one vote for deciding matters requiring Executive Action.
    - The sitting President breaks all ties in both elections and other Executive Actions.
- **Board Members** - Each Board Member presides over one committee in ACM Cyber.
    - Board Members direct and set the agenda at all meetings of their respective committee(s).
    - Board Members are responsible for delegating the tasks of a committee between its Staff Members.
    - Board Members have complete control and final say over the decisions of their committee. In practice, a Board Member will usually discuss objectives and problems with their Staff Members to reach a decision democratically, but this is also up to the Board Member.
    - Each Board Member is allowed one vote for deciding matters requiring Executive Action.
- **Staff Members** - Each Staff Member sits on one or more committees but is not necessarily the head of any committee.
    - Staff Members will participate in their respective committee's meetings.
    - Staff Members will be delegated tasks and responsibilities inside their respective committees.
    - Each Staff Member has one vote in each committee they sit on for the purposes of electing the Board Member who will act as the head of that committee.

Section 2 - Qualifications for Holding Office

Only registered UCSD students may hold office in the organization. The only other requirement for participating in elections as a candidate is membership in ACM Cyber as outlined in Article IV, Section 3.

The President has the following restrictions on eligibility.

1. A 1-year lifetime term limit
2. Must be elected from the ranks of the sitting Board Members.

These requirements can be overturned in special circumstances, but only by unanimous vote of the sitting Board Members.

Board Members and Staff Members both have no term limits, but must reapply to their positions after each year.

Section 3 - Election Procedure

Only registered UCSD students may vote in elections for the selection of the organization's officers. There are three different election procedures for each of the three different classes of staff among the Board.

1. **Board Member Elections** - Members are elected to Board Members via [Ranked-Choice Procedure](#), as similarly outlined in the Presidential Elections, with two differences:
    a. The formerly elected Staff Members and Board Members are the voting population.
    b. All registered UCSD students can be candidates for Board Member.
2. **Staff Member Elections** - Staff Members are elected to committees via two options:
    a. 2/3rds majority of the Staff Members of that committee.
    b. 100% of all Board Members approve.

   Staff Members can be submitted for election throughout the year (on-demand, off-season) only through at least one referral and two people vouching for or if the board agrees on having an auxiliary election cycle. Elections can be conducted as one-on-team interviews or walk in and pitch election style with quorum.

Section 4 - Election Timeline

Elections take place during the Spring Quarter of UC San Diego's academic calendar. The timelines set forth here can only be modified as an Executive Action.

1. **End of Week 1** - Applications to Board and staff seats open to the public. Applications for President opens to sitting Board and staff Members.
2. **Beginning of Week 2** - Applications for President close and interviews are scheduled. After all interviews have completed, host a group discussion among all voting members, directly after which Presidential voting will open.
3. **End of Week 2** - Presidential voting must close and board applications close.
4. **Beginning of Week 3** - New President is announced and interviews for new board are scheduled.
5. **End of Week 3** -Discussion regarding new Board members and votes cast, staff applications close.
6. **Beginning of Week 4** - New Board Members are elected.
7. **End of Week 4** - staff applications are considered and voted upon, if interviews are necessary, they will be scheduled at this time.
8. **Finally** - A meeting with all Board Members and Staff Members both new and old is scheduled at the conclusion of which the transfer of power will take place.

9. **Before the End of the Year** – A meeting with all Board Members and Staff Members both new and old is scheduled at the conclusion of which the transfer of power will take place.
10. **End of Week 10** – access to ACM Cyber resources is revoked from Staff Members who no longer require it, unless an extension not to exceed 1 year is explicitly requested.

Section 5 - Impeachment

All Members are eligible for Impeachment from their elected positions by a written request to cyber@acmucsd.org with reasoning (requester can be anonymous). The request will be reviewed by all board members not being impeached and then brought to vote. There are three options:

1. Simple majority at a meeting in which at least 2/3 of all Staff Members are present AND at least 60% of the current staff and board Members approve of the Impeachment.
2. 100% of all Board Members who are not being Impeached approve.
3. 2/3 of the Staff Members inside of the committee of the Board Member elected for Impeachment.

In the case of Impeachment and also in general, newly vacated positions outside of the usual election season must be filled via an auxiliary election cycle or a special election agreed upon as an executive action.

Section 6 - Executive Action

Executive Action is any decision that affects ACM Cyber as a whole. Many powers not explicitly enumerated regarding the direction of the organization may be levied via an Executive Action.

All Executive Actions require:

1. A written document explaining the decision.
2. A discussion of the decision at a Board Member meeting overseen by the President.
3. A vote between all Board Members with 2/3rds approval.

An Executive Action is explicitly disallowed from deciding the following:

1. Amending the Constitution. (See Article X)
2. Impeachment. (See Section 5)
3. Any other decisions with distinct, explicitly documented procedures.

Article VII: Committees

ACM Cyber will have committees that oversee and make decisions about various org activities and responsibilities. Committees will be headed by a Board Member and populated by other Board Members and Staff Members. All Committee heads will become Board Members and all committee members will become Staff Members.

This document will outline and establish Committees by name, but Committees may oversee their own recruitment processes, create their own internal rules and regulations, and grow and shrink at will. Every committee does, however, have an upper limit on the number of available seats, and raising this limit must be done by an Executive Action. Changes in committee name and function may occur between years depepnding on the need of the organization at the time

Section 1 - Established Committees
1. **Competition Committee** - capacity: 6
   a. Capture the Flag and competitive event organizing
   b. Team formation and recruitment
   c. Team training and events
2. **Logistics Committee** - current capacity: 6
   a. Interfacing with ACM General
   b. Sponsorship management
   c. Interfacing with Industry contacts
   d. General A
3. **Content Committee** - current capacity: 6
   a. Planning and creation of Workshops, Seminars, Industry Panels, and other Technical Events
   b. Organizes Speakers, Content Creators, and Volunteers to run Technical Events
   c. Works together with the Logistics Committee on getting materials for planned events
   d. Develops written content for ACM Cyber blog
4. **Membership Committee** - current capacity: 6
   a. Planning and hosting of social events both on and off campus
   b. Organization and execution of recruitment and engagement efforts
   c. Facilitates relationship with faculty, other orgs, cyber orgs from across the country, and the greater cybersecurity community
5. **SDCTF Committee** - current capacity: 6
   a. Focuses on running the annual SDCTF competition
   b. Works with logistics to get sponsorships and funding for the competition
   c. Develops the competition challenges, manages infrastructure, and develops the competition platform

Article VIII: Financial Management

Section 1 - Nonprofit Statement

ACM Cyber is a non-profit student organization. Both ACM Cyber and ACM General are non-profit organizations.

Section 2 - UC San Diego Funding

ACM Cyber shall utilize funding through entities at UC San Diego including, but not limited to funding from Associated Students, the Student Life Tournament / Competition Fund, the Student Life Triton Community Fund, and the Jacobs School of Engineering.

Section 3 - Sponsors Funding

ACM Cyber shall utilize funding received from entities outside of UC San Diego including corporate partners. Sponsorship agreements and packages can be created and updated throughout the year. Partnerships must not conflict with previous sponsorship agreements.

Article IX: Risk Management

ACM Cyber is a registered student organization at the University of California, San Diego, but not part of the University itself.

ACM Cyber understands that the University does not assume legal liability for the actions of the organization.

Section 1 - In Case of Interaction with Minors and the Elderly

ACM Cyber is aware that all registered student organizations that serve minors or the elderly have access to training on child and elder abuse prevention for its members via the Center for Student Involvement, online or in person (in person by request only). ACM Cyber will develop plan(s) for activities and events where members will be interacting with minors or the elderly such that members will receive education and/or training on Child Abuse Neglect Reporting Act (CANRA), common sense measures to both avoid child or elder abuse allegations (i.e. avoiding one-on-one situations; working with minors in plain view of others; limiting calls/texts/social media posts or other communications with minors), and how to properly report potential harm or neglect to minors or the elderly with whom they are working.

Section 2 - In Case of the Provision of Medical Assistance

In the event that ACM Cyber provides medical assistance to a community, all volunteers will work under the direction of licensed professionals (doctors, nurses, counselors, etc.). The University does not recommend that students provide medical assistance.

Section 3 - In Case of International Travel

ACM Cyber recognizes that the University generally recommends against all international travel by Student Organizations due to the myriad of risks travelers face in foreign countries. Student organizations are discouraged from traveling to foreign countries due to the wide variety of risks involved with foreign travel, and the extensive planning efforts required by the Student Organization's Members to manage those risks. Security risks and health care services vary widely from one country to another, so thorough research on those topics is especially important.

International travelers are advised to research US State Department Travel Advisories and the CDC Travel Health site and abide by all recommended alerts and warnings, and procure travel insurance with medical coverage that covers their chosen destination because most USA Health Plans are not valid in foreign countries.

Section 4 - In Case of Handling of Hazardous Chemicals, Material, Equipment, and/or Machinery

ACM Cyber recognizes that all student organization activities must be conducted safely, in accordance with all applicable federal, state and local laws. Additionally, ACM

Cyber will abide by UC San Diego requirements for students in labs, including policies for minors in UC laboratories, and ensure members receive safety training regarding the use of chemicals and/or machinery before entering the lab. Members must follow any best practices and lab safety protocols for the use of such chemicals, research equipment or machinery, including the appropriate use of Personal Protective Equipment, and should work under close supervision of those trained in the handling of chemicals/use of research equipment or machinery.

Article X: Amendments

The constitution of ACM Cyber is a public document that can be amended at any meeting with 2/3rds representation of the entire Board Member and Staff Member populations. At this meeting, the following is required to amend the constitution:

1. A written proposal for the suggested amendment must be submitted.
2. Discussions on the proposal must be held at the 2/3rds meeting.
3. Once discussions conclude, a simple majority in favor of the amendment must pass.