Student Chapter Bylaws

Get together your school's community of students in cybersecurity! Your group efforts can help decrease the gender disparity in the field, while providing support, mentorship, training, networking opportunities and access to industry and academic leaders.

You'll undertake activities to promote recruitment, retention and advancement of women students in cybersecurity. At least one Chapter representative will be awarded a WiCyS student scholarship to attend the WiCyS Annual Conference to share your Chapter's experience. Through the annual WiCyS Chapter report, you'll share information helpful to others about your activities.

ARTICLE I: NAME

The name of this organization shall be the <Chapter Name> that is chartered by the Women in Cybersecurity community, hereinafter referred to as "<Chapter Name>:WiCyS Student Chapter."

ARTICLE II: MISSION AND PURPOSE

The mission of the WiCyS Student Chapter is to build a community within the <Academic Institution Name> (hereafter referred to as "Academic Institution") that promotes women's education, participation, and leadership in the field of cybersecurity. The WiCyS Student Chapter shall be familiar with and abide by the Academic Institution's student organization bylaws, policies, and procedures.

The WiCyS Student Chapter is organized with the following purposes:

1. To decrease the gender disparity in cybersecurity.
2. To provide education, mentorship, and networking support to students through the WiCyS community.
3. To promote and recruit women in cybersecurity workforce through the Academic Institution.

ARTICLE III: MEMBERSHIP

1. Consult with your Academic Institution's Student Government Association (SGA) on the requirements for the membership of on-campus clubs.
2. Membership in the WiCyS Student Chapter shall be open to all students within the Academic Institution without restrictions according to race, creed, age, gender, disability, nationality, sexual orientation, economic status, veteran status, or parenthood.
3. Voting membership shall be granted to all members of the WiCyS Student Chapter.

ARTICLE IV: OFFICERS AND VOTING PROCEDURES

1. The officers of the WiCyS Student Chapter shall be: President, Vice President, and Secretary. Additionally, an Advisor is required. Other officers may also be established
2. The officers shall be elected by a ballot. The majority of the votes shall constitute a choice. The election shall be held at an annual election meeting. The officers shall serve for a minimum of one academic year.
3. The officers are encouraged to rotate officer positions and bring new volunteers at least every two academic years.
4. The officers of the WiCyS Student Chapter must identify themselves as aspiring women in cybersecurity or male allies.

ARTICLE V: DUTIES OF OFFICERS

Section 1: President

The Student Chapter President shall:

1. Lead the WiCyS Student Chapter and manage its activities.
2. Lead the officer meetings.
3. Lead fundraising campaigns.
4. Equally delegate tasks to other officers.
5. Ensure compliance of the WiCyS Student Chapter members with the policies and procedures of the Academic Institution and these bylaws.
6. Vote in the case of a tie.

Section 2: Vice President

The Vice President shall:

1. Assist the President in managing the WiCyS Student Chapter.
2. Take on the President's duties if the President is absent.
3. Prepare an annual WiCyS Student Chapter report and submit through an online form provided by the WiCyS Advisory Board.
4. Perform other duties as assigned by the President.

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WiCyS

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Initiated in 2013 by Dr. Ambareen Siraj of Tennessee Tech University through a National Science Foundation grant, WiCyS has become a non-profit organization offering many benefit for its members.

The WiCyS Conference is an excellent opportunity for companies to connect with women students and professional candidates to recruit them into cybersecurity jobs! More than half the attendees are students seeking opportunities who have been accepted through the WiCyS scholarship program that sponsorships help to support.

Contact **info@wicys.org** for details.

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Student Chapter Bylaws (continued)

Section 3: Secretary

The Secretary shall:

1. Keep the minutes of officer meetings.
2. Perform bookkeeping for the WiCyS Student Chapter.
3. Assist the President with the WiCyS Student Chapter activities preparation
4. Handle the distribution of the WiCyS Student Chapter meeting notices through social media, mailing lists, flyers, or any other means of the notice distribution.
5. Perform other duties as assigned by the President.

Section 4: Advisor

The Advisor shall be a faculty member of the Academic Institution. If there is no faculty member available, the WiCyS Advisory Board may approve a non-faculty member to oversee the WiCyS Student Chapter. The Advisor shall:

1. Assist the WiCyS Student Chapter officers with providing continuity in student leadership change from year to year.
2. Oversee the officers and all WiCyS Student Chapter activities.
3. Represent the WiCyS Student Chapter interests to the faculty and administration of the Academic Institution.

Section 5: Other Officers

In case that other officer positions have been created and assigned, they shall assist the President, Vice President, and Secretary in their duties and fulfill the duties and responsibilities outlined in their position descriptions listed below.

The Treasurer shall:

1. Perform bookkeeping for the WiCyS Student Chapter, releasing the Secretary from this duty.
2. Maintain thorough and accurate records of all transactions.
3. Work with the President to prepare budget reports when necessary.
4. Perform other duties as assigned by the President.

ARTICLE VI: MEETINGS

1. The WiCyS Student Chapter meetings shall be held in places that are accessible to all members and non-members of the WiCyS Student Chapter.
2. The election of officers shall be held at an annual election meeting at the end of the academic year.
3. The officers are encouraged to distribute notices of the WiCyS Student Chapter meetings a week prior to the meetings through social media, mailing lists, flyers, or any other means of the notice distribution.

ARTICLE VII: DISBURSEMENTS AND DUES

1. All members of the WiCyS Student Chapter must be paid members in good standing of the WiCyS organization if they want to receive WiCyS organization benefits. Otherwise, members of the chapter do not have to be official WiCyS members but are highly encouraged to become ones. The annual membership fee for students is $30. Such fees are collected through the WiCyS.org website, along with completion of an application form.
2. If officers vote to require additional yearly or monthly dues from the members of the WiCyS Student Chapter, the Secretary shall keep track of dues collected, and all expenditures.
3. Advisor approval relating to dues may be required. The Advisor may veto the decision made by the officers.
4. A request by email will be made to WiCyS for final approval.
5. Dues shall represent a fixed amount throughout the academic year, if established.
6. WiCyS does not provide direct financial seed or chapter funding. Approved chapters may request official WiCyS merchandise and swag.

ARTICLE VIII: AMENDMENT

1. These bylaws may be amended by a unanimous vote at the officer meeting
2. All bylaws amendments must be approved by the Advisor and WiCyS.

ARTICLE IX: CODE OF CONDUCT

Harassment or hostile behavior are unwelcome, including speech that intimidates, creates discomfort, or interferes with a person's participation or opportunity for participation, in a conference, event or program. Harassment in any form, including but not limited to harassment based on alienage or citizenship, age, color, creed, disability, marital status, military status, national origin, pregnancy, childbirth- and pregnancyrelated medical conditions, race, religion, sex, gender, veteran status, sexual orientation or any other status protected by laws in which the chapter meeting or chapter event is being held, will not be tolerated. Harassment includes the use of abusive or degrading language, intimidation, stalking, harassing photography or recording, inappropriate physical contact, sexual imagery and unwelcome sexual attention. For more detailed information, please visit our complete Code of Conduct at https://www.wicys.org/code-of-conduct/.

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Student Chapter Bylaws (continued)

2. Anyone witnessing or subject to unacceptable behavior should notify the WiCyS Student Chapter Advisor and officers, Academic Institution's faculty, or WiCyS Advisory Board, as well as the WiCyS organization.
3. Individuals violating these standards may be sanctioned or excluded from further participation at the discretion of the WiCyS Student Chapter officers or a responsible Academic Institution's committee.

ARTICLE X: DISSOLUTION OF THE WICYS STUDENT CHAPTER

1. Dissolution of this WiCyS Student Chapter by consent of the members shall consist of a unanimous agreement of all its officers together with a majority vote at a meeting which has been publicized in advance to all members of the WiCyS Student Chapter for the purpose of taking this vote.
2. Should this WiCyS Student Chapter be dissolved, its assets and liabilities shall be transferred to the Academic Institution.

BENEFITS

- Receive priority to learn about student opportunities (scholarships, internships, REUs, job resources, etc.) through the WiCyS student chapter mailing list
- Gain an opportunity to present at the WiCyS Annual Conference about the student chapter experience and achievements
- Apply for a WiCyS Conference travel scholarship, in addition to the lodging and meals that are sponsored through your student scholarship
- Learn leadership and technical skills
- Obtain priority for WiCyS scholarships as a chapter member
- Receive a WiCyS-approved Student Chapter logo to use in signage, promotions and business cards
- Access a community portal with networking, mentoring, job, and other opportunities

Contact WiCyS at info@wicys.org or submit an application. Once you are approved, you'll be eligible to receive official WiCyS promotional swag to get your Chapter up and running.

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