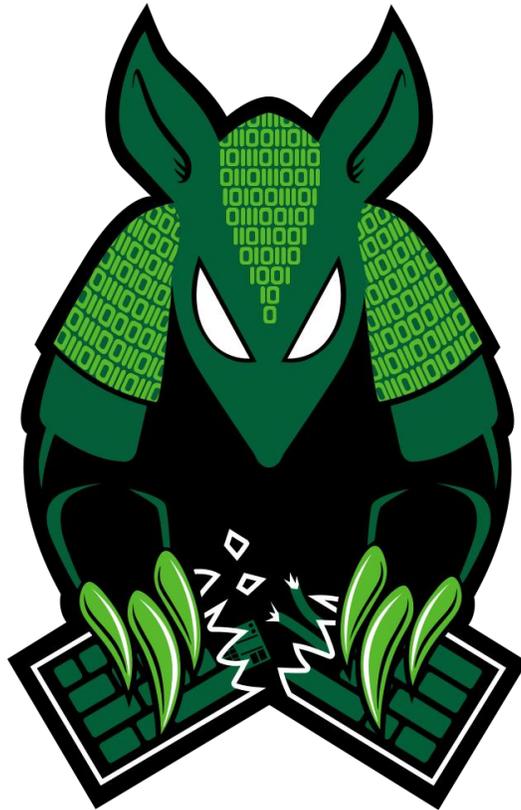


University of Saskatchewan Cybersecurity Club Constitution



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Adopted On:
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Prepared By:
USask Cybersecurity Club Executives 2024 - 2025
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Abstract

This document will serve as a comprehensive guide, outlining the structure, objectives, and operational guidelines when it comes to the University of Saskatchewan Cybersecurity Club. This constitution establishes the principles and procedures that will govern the actions/operation of the club, such as leadership, membership, and any necessary decision-making processes. The contents of this document are designed to maintain fairness and transparency for all members of the club and establish a foundation for the successful operation and growth of the club's vision for years to come.

Version History

Version Number	Changes Made
Version 1.0 – February 21 st , 2025	Re-creation of the UofS CST Constitution
Version 1.1 – March 11 th , 2025	5.2 – Defined that UofS CST only receives up to 10% of any CTF cash reward 9.5 – Added Post-Removal Executive Eligibility policy Fixing general spelling/grammar/tense mistakes
Version 1.2 – July 22 nd , 2025	Adjusting Constitution to reflect the new name of USask Cybersecurity Club (UCC) from the former UofS Cyber Security Team (CST)

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1.0 Official Club Branding/Naming

The official name of this club recognized by the University of Saskatchewan Students' Union (USSU) is the "University of Saskatchewan Cybersecurity Club". This is the name that shall be used to professionally represent the club at any event and in all official communications, documents, and activities. However, there are some abbreviated names that are suitable for informal references to the club, which will include the following:

- USask Cybersecurity Club
- University of Saskatchewan Cybersecurity Club
- UCC

The club also operates in a competitive nature under the name "shellrippers", which will represent the club and its members in any "Capture the Flag" (CTF) competitions. Any accomplishments in a competitive atmosphere will be rewarded to the "shellrippers" team, along with crediting them as being involved with the University of Saskatchewan Cybersecurity Club.

As well, for both the University of Saskatchewan Cybersecurity Club and the shellrippers team, they will make use of "Shelly" as their official logo/mascot. "Shelly" will serve as a unifying symbol for the club and its competitive team, representing both in all competitions, events, and marketing.

One distinction that must be made in all communications/marketing is that the University of Saskatchewan Cybersecurity Club student club is not the official operational Cyber Security Team of the University of Saskatchewan. Instead, it must be clearly stated that we are a student-run organization and prevent any misrepresentation of the club's role or affiliation with the university's day-to-day cyber security operations.

2.0 Purpose of Club

2.1 Primary Club Objective

The primary focus of the University of Saskatchewan Cybersecurity Club is to function as an educational/social group that aims to teach students regardless of any college more about the field of cyber security and provide them with practical challenges to help reinforce their knowledge and build confidence in their creative thinking abilities. The topics will range from all aspects of cyber security, ranging from the technical, social, and psychological perspectives.

We emphasize that we preside as a professional organization committed to fostering ethical practices in cyber security. Our aim is not to teach malicious behavior, but rather promote a deeper understanding of security principles, enabling members to have heightened awareness and assist others in improving their security posture.

2.2 Secondary Club Objective

The secondary focus of the University of Saskatchewan Cybersecurity Club is to prepare our members to compete in competitive “Capture the Flag” (CTF) tournaments using the knowledge we have provided them during our weekly meetings. These competitions will help build teamwork, promote problem-solving skills, and provide more practical hands-on experience to real-world cyber security challenges.

The aim of the club will be to engage in at least one external CTF per month and will act as both practical testing ground and learning experience for our members. Through these frequent CTF’s, we can assess the strengths and weaknesses of our team across various cyber security topics. The insights collected from these events will directly shape the focus of the club meetings moving forward, ensuring we address areas of improvement and can further challenge our members in new and innovative ways.

3.0 Executive Roles/Positions

3.1 President

The President will be responsible for overseeing the overall direction of the University of Saskatchewan Cybersecurity Club, ensuring that their decisions align with both the club's primary and secondary objectives.

The President will provide leadership, coordinate with other executives, and represent the club in all official capacities, fostering growth and engagement within Saskatoon's local cyber security community. Below is a summary of all the roles and responsibilities expected of the USask Cybersecurity Club President:

- Provides leadership and vision on the overall direction of the club
 - Establishes general goals, motivates executives, and leads all meetings
- Oversees operations and executive responsibilities
 - Delegation of tasks relevant to the subject matter area for each Executive
 - Ensures accountability by following up on tasks and addressing performance issues when necessary
 - Assists executives with their duties by providing additional support and resources
- Primary point of contact for any external inquiries
 - Handles press releases, sponsorships, and collaborations with other organizations
- Managing club finances and ensuring responsible spending
 - Approve and track all financial transactions related to the club to ensure funds are used for the club's benefit.
 - Process reimbursements for approved expenses related to meetings and events
- Holds Co-Signing Authority on financial matters

3.2 Vice President

The Vice President serves as the club's secondary leader, working closely with the President to support decision-making and ensure the smooth operation of the club. They provide guidance to other executives, propose initiatives that align with the goals of the club, and step in to fulfill the President's duties in their absence. The Vice President will play a key role in maintaining the stability of the club and holds co-signing authority on financial matters. Below is a summary of all the roles and responsibilities expected of the USask Cybersecurity Club Vice President:

- Serves as the secondary source of leadership for the club, working alongside the President in all decision-making duties
 - Provides guidance and assistance to other executives that require additional assistance
- Collaborates with the President to ensure that their actions are in good-faith and align with the club's best interest
 - Proposing new initiatives that benefit the club
 - Authority to propose ideas independently, without requiring direct approval from the President
- Assumes all responsibilities of the President should they step down or are unable to fulfill their duties to the club
 - Becomes the primary point of contact for any crucial meetings or events should the President be unavailable
- Holds Co-Signing Authority on financial matters

3.3 Executive Technology Officer

The Executive Technology Officer is responsible for managing and enhancing the technical infrastructure that supports the University of Saskatchewan Cybersecurity Club. They will oversee the maintenance of existing systems, lead research and development on new tools/services, and ensure all deployments follow the industry's best practices. Additionally, they serve as a technical resource during club meetings, providing insight into relevant topics and proposed improvements. Below is a summary of all the roles and responsibilities expected by the USask Cybersecurity Club Executive Technology Officer:

- Reports to the President and provides technical assistance to the Senior Challenge Master
- Responsible for updating, maintaining, and improving the club's technical infrastructure
- Leads research and development (R&D) on new services or systems to enhance challenges or enhance course materials
 - Proposes new tools or improvements to the club for potential implementation
- Ensure all service deployments follow industry best practices
- Serves as a technical resource during club meetings, providing insight into relevant topics when needed
- Document technologies and processes for other executives in a clear and understandable manner
- Holds Co-Signing Authority on financial matters

3.4 Social Media and Marketing Liaison

The Social Media and Marketing Liaison is responsible for promoting the club, managing its digital presence, and increasing engagement within the University of Saskatchewan. They will develop marketing strategies, coordinate social media content, and create promotional materials to enhance the club's visibility. Additionally, they serve as the primary contact for external publications while ensuring all inquiries are directed to the President or Vice President. Below is a summary of all the roles and responsibilities expected of the USask Cybersecurity Club Executive Social Media and Marketing Liaison:

- Leads marketing campaigns and outreach strategies
 - Develop initiatives to increase club awareness within the wider USask community
 - Acts as the primary contact for external publications such as the CSSS Newsletter or The Sheaf, ensuring all inquiries are directed to the President
- Manages the club's digital presence
 - Coordinates social media posts across all platforms
 - Engages with and collaborates with like-minded groups online to build relationships
- Creates and distributes promotional content
 - Develops both digital and physical assets for club promotion
 - Distributes promotional materials through physical signage on campus, digital displays, or social media posts
- Holds no Co-Signing Authority

3.5 Challenge Master

Challenge Masters(s) are responsible for planning and delivering the club's technical curriculum, developing educational talks, and developing hands-on challenges to reinforce key cybersecurity concepts. They will lead the weekly meetings, coordinate CTF participation outside of standard meetings, and facilitate collaboration amongst club members. By organizing events and drafting alerts on the club's Discord server, they can ensure members stay informed and engaged in the club's activities. Below is a summary of all the roles and responsibilities expected of the USask Cybersecurity Club Challenge Master(s):

- Developing Meeting Curriculum per Semester
 - Plan all weekly talks and prepare accompanying slide decks
 - Create and test challenges that reinforce topics covered in meetings for members to complete
 - Presents slides during meetings and provide additional assistance/clarification as needed
 - Draft alerts and event announcements in the USask Cybersecurity Club Discord to inform members about upcoming meetings and topics
- Leading Capture the Flag Events
 - Coordinates at least one CTF per month for the shellrippers team in conjunction with the Senior Challenge Master
 - Assess member participation in the CTF and divert efforts where needed, fostering a collaborative learning environment
 - Coordinate members so multiple grounds are not all working on the same challenge to prevent the duplication of effort
 - Encouraging write-ups amongst all competing members present in the CTF
- Holds no Co-Signing Authority

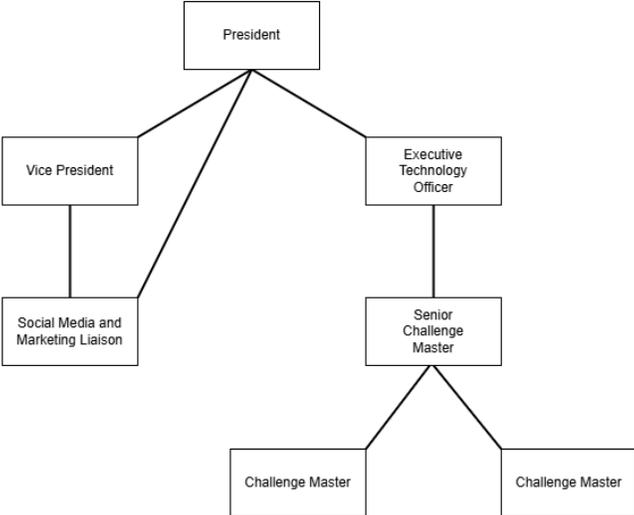
3.6 Senior Challenge Master

The Senior Challenge Master oversees the Challenge Masters, ensuring the development of engaging and educational content for the club's meetings and events. They will coordinate with the Executive Technology Officer to report progress, provide guidance on challenge development, and ensure that the presentation materials align with the club's goals. Additionally, they will help organize internal Capture The Flag (CTF) events, fostering a learning environment for all club members. Below is a summary of all the roles and responsibilities expected of the USask Cybersecurity Club Senior Challenge Master:

- Oversees Challenge Masters
 - Provides guidance and support in the development of meeting curriculum and challenges
 - Maintains consistency in the quality of all presentations and challenge materials
 - Reviews documentation related to Challenge Master activities to ensure that it is completed and meets a professional level of quality
 - Reports progress and updates to the Executive Technology Officer
- Coordinates Capture The Flag (CTF) Events
 - Coordinates at least one CTF per month is organized for the "shellrippers" team to compete in
 - Oversees team participation, ensuring challenges are effectively distributed amongst all competing members of the shellrippers team
 - Encourages and enforces high-quality and detailed write-ups of all challenges that are worked on to facilitate knowledge sharing within the club and for future executives
 - Ensures write-ups meet industry standards in terms of professionalism, knowledge transfer, accuracy, and clarity
- Holds no Co-Signing Authority

3.7 Organizational Chart

UofS CST Organizational Chart
February 21st, 2025, Version 1.0



4.0 General Membership

4.1 Membership Eligibility Criteria

Membership to the USask Cybersecurity Club is open to all students enrolled at the University of Saskatchewan, including both full-time and part-time students, regardless of their declared major, college affiliation, or academic discipline. Upon joining the club, each member is granted the right to participate in club-related matters, including voting on leadership, policy changes, and other key decisions that guide the club's direction, once they meet the requirements of section 4.2, "Commencement of Voting Rights", to receive their voting rights within the club, along with meeting the "Voter Eligibility Guidelines" outlined in section 4.3.

4.2 Commencement of Voting Rights

To qualify for voting rights within the USask Cybersecurity Club as an eligible member, members must actively participate in club activities by attending a minimum of three official club meetings within the current academic year. This requirement is designed to ensure that every member gains a solid understanding of the club's operations, goals, and decision-making processes before they are entrusted with the responsibility of casting votes on key matters.

4.3 Voter Eligibility Guidelines

Voting privileges and eligibility for executive positions within the USask Cybersecurity Club are strictly reserved for members who are undergraduate or graduate students, whether enrolled part-time or full-time at the University of Saskatchewan. This guideline ensures that decision-making authority is held by individuals who are actively engaged in the academic community within the University of Saskatchewan and are well-positioned to represent the interests of their undergraduate peers.

4.4 “Rule 332”

Any executive or competitive member who anticipates being unable to fulfill their duties effectively for a period exceeding one month must submit a formal leave of absence request. Upon receipt, the USask Cybersecurity Club Executive Team will review the request and vote on its approval. This process ensures that the responsibilities of leadership and competition remain well-managed, while accommodating the legitimate needs of our members outside of the club.

5.0 Finances

5.1 Financial Management and Custodianship

The finances of the USask Cybersecurity Club must be handled exclusively by the club's executives and maintained in an account separate from any other entity. Only executives that possess signing authority over the club are permitted to manage club funds and access the organization's bank account. This policy is implemented to ensure that all financial transactions are conducted in a secure, transparent, and accountable manner, thereby safeguarding the integrity of the club's financial resources. All transactions must be thoroughly documented and are subject to regular review to uphold the highest standards of financial responsibility and oversight.

5.2 Prize Fund Distribution

A percentage of all prize money earned from any competitions will be allocated to the competing members who represent the USask Cybersecurity Club under the "shellrippers" team name. This ensures that members who contribute to the team's success receive fair recognition and are adequately compensated for their efforts.

However, by competing under the "shellrippers" name, a portion of the total prize funds will be retained by the club to support future initiatives, which could include events or projects that enhance the development of the team and the broader USask Cybersecurity Club community. The exact percentage allocated to both competitors and the club will be determined by the USask Cybersecurity Club Executive Team and the competing team members until a mutually agreeable amount has been reached, where the amount allocated to the USask Cybersecurity Club should never exceed more than 10% of the total prize winnings.

5.3 Expenditure Approval Process

All expenditure proposals must be approved by a majority vote of the current USask Cybersecurity Club Executive Team. In the event of a tie, the acting President will cast the decisive vote to establish a clear ruling. However, if the President is the originator of the expenditure proposal, the Vice President will serve as the tie breaking vote. This process ensures that financial decisions are made in a democratic matter while providing a clear mechanism for resolving voting deadlocks.

5.4 Surplus Funds Policy

At the end of each Winter term, any surplus funds remaining after all operational expenses have been met by the outgoing Executive Team shall remain in the club's primary banking account, where they will be earmarked for future initiatives, events, and any unforeseen expenses to ensure the club's long-term sustainability and support its ongoing projects. No portion of these surplus funds shall be distributed to individual members sitting on the Executive Team of the club.

5.5 Club Dissolution and Asset Liquidation

Upon dissolution of the USask Cybersecurity Club, all surplus funds and assets not contributed by sponsors shall be donated primarily to the Electronic Frontier Foundation (EFF), unless a majority vote of the remaining club membership directs that these assets be allocated to the University of Saskatchewan's Computer Science Student Society (CSSS) to further support student initiatives.

Any assets provided by sponsors must be returned to the original donors unless prior written consent has been obtained for their retention to the club. The outgoing Executive Team will oversee the liquidation process of these remaining assets to ensure that all sponsor agreements are honored, and that the club's commitment to its community is maintained.

6.0 Meetings

6.1 General Club Meetings

General club meetings are designed to be the cornerstone of our club's educational and collaborative environment. Each meeting typically begins with an open discussion addressing club-related matters, followed by an informative lecture on a topic of cyber security. This lecture is complemented by a series of interactive challenges relating to the topic, which serve to deepen understanding and promote practical application of the knowledge covered in the lecture. The structure of these meetings is carefully planned to ensure that all members can engage, learn, and contribute to the club, regardless of their familiarity with the topic of cyber security being discussed. Other details of the general club meetings include:

- **Weekly Meeting Schedule:** A general meeting shall be held once a week on a day determined by the Executive Team in consideration with availability of a computer labs space to host these meetings throughout the semester
- **Meeting Necessity During Breaks:** In the absence of classes, either due to holidays or if the University of Saskatchewan is closed, the USask Cybersecurity Club Executive Team will assess the need for a meeting and determine whether to reconvene through another method (such as an online meeting), or instead cancel the meeting for that week
- **Agenda Preparation:** Prior to the start of each term, the Executive Team will hold a meeting to collaboratively develop a roadmap of discussions throughout the term, and ensure that all relevant cyber security topics are covered
- **Meeting Awareness/Notification:** All members will be informed of upcoming meetings, including the meeting topic, at least six days in advance, which will ensure that every member has sufficient time to prepare and adjust their schedules accordingly to make time to attend the meeting

6.2 Executive Meetings

Executive meetings are held every week, at a time outside of the general club meetings that is agreed upon by the collective Executive Team, to provide a focused forum for the Executive's to manage club affairs, strategize on initiatives, delegate duties, and review ongoing progress. These meetings may last over an hour and can be held either in-person in a bookable meeting room at the USask, or remotely via video conference. The Executive Team may also extend invitations to general club members to participate in these meetings if explicitly invited, particularly in situations where an unbiased perspective is needed to resolve a deadlock amongst the Executives or have them provide their insights regarding other club matters. The topics covered in these meetings could possibly include:

- Update on Overall Position of Club: Provide updates on the club's overall progress, including current initiatives/projects and any significant developments on those matters
- Competitive Team Update: Offer a concise report on the "shellrippers" performance at the last Capture the Flag event, identifying areas for improvement, developing additional training, and plan for upcoming Capture the Flag competitions
- Discussion of Agenda for Upcoming General Meetings: Review and confirm the planned topics, overall outline of the presentation/challenges, and logistical details that need to be addressed
- Review of Current Sponsorships and Club's Financial Status: Present an overview of existing sponsorship agreements, any potential sponsorship leads, and summarize the club's financial status, including income received and any expenditures that need to be made
- Any Additional Matters Deemed Necessary by the Executive Team: Address any other pressing issues or opportunities that require further discussion or decision-making while in the presence of the other Executives

7.0 Annual General Meeting Executive Election Process

7.1 Election Timing and Schedule

The Annual General Meeting (AGM) shall be held in the middle of the winter semester, providing a structured transition period for any newly elected executives. This schedule allows for these new executives to shadow the current Executive Team, ensuring they gain the necessary insights and understanding of their responsibilities before fully assuming their roles.

7.2 Executive Committee Election and Nomination Process

All votes for Executive Team positions at the AGM shall be conducted only amongst club members who are physically present at the AGM and who meet requirements outlined in section 4.2 “Commencement of Voting Rights”. Members may nominate themselves for available positions, or they may be nominated by others. In cases where a member is nominated by someone else, the nominee retains the right to either accept or decline the nomination. Prior to the start of voting for each position, every nominated candidate will have 1 to 2 minutes to publicly explain why they are well-suited for the role, as this process will ensure a fair, transparent, and inclusive election.

7.3 Ballot Method and Quorum Requirements

All votes will be conducted anonymously, with the voting process lasting up to five minutes unless all physically present club members have cast their votes prior to the five-minute window. During the voting process, an option labeled “No Candidates” shall be provided for members who do not wish to cast a vote for any of the candidates running for that position. During these elections, the nominated candidates may not participate in the vote; however, it is encouraged that the existing Executive Team cast their votes on who they view best for the position, as long as they are not a nominated candidate themselves. Decisions will be

determined by majority vote, where whichever candidate has the most votes will be selected as the new incoming executive.

7.4 Post-Election Transition and Onboarding

Following the election, newly elected executives will enter a structured transition period. Over the next few weeks, they will shadow the current USask Cybersecurity Club Executive Team to gain an in-depth understanding of how the club operates. Within three weeks of the election, incoming executives will be granted access to USask Cybersecurity Club administrative resources to help facilitate this process. The current Executive Team will support the newly elected executives navigating the University of Saskatchewan Student Union's club ratification process, to ensure that the club remains operational for the following year. The incoming Executive Team will officially assume the duties of their role once the USask Cybersecurity Club ratification documents have been approved by the USSU.

7.5 Incoming Executive Fitness Assessment

Once the AGM has concluded and the newly elected executives have entered the executive transitional period, the current Executive Team will assign each incoming executive minor tasks that align with their specific roles and responsibilities. After several weeks of shadowing, these tasks are designed to assess the timeliness and quality of their work, and to pinpoint any areas where they may require additional support. This proactive assessment ensures that any challenges are addressed prior to the incoming executives taking on their positions and fostering a smooth transition from one Executive Team to the next.

7.6 Incoming Executive Removal Procedure

Should any incoming executive fail to meet the role's performance expectations as determined by the current Executive Team - for example, through late submissions, repeated absences from meetings, or a lack of

engagement - the guidelines outlined in section 9.3 “Executive Disciplinary Procedures”, shall be invoked to address the issue.

8.0 Amendments to Constitution

8.1 When Amendments Can Be Made

Amendments to this constitution may be proposed and adopted during one of two designated periods, depending on the type of change being requested. The ability to amend this constitution ensures that the club remains adaptable, transparent, and responsive to the evolving needs of its executives and members. By allowing for structured revisions, the club can refine its governance, clarify its policies, and uphold its mission when maintaining stability and continuity.

8.1.1 Major Revisions

Major revisions to this constitution involve substantial changes that affect the fundamental structure, governance, or policies of the club. These amendments may include, but are not limited to, alterations to the club's purpose, membership requirements, executive roles, voting procedures, financial policies, or any provisions that may impact on the long-term direction of the club. To ensure adequate discussion and consideration, major revisions may only be proposed and voted upon during the Annual General Meeting (AGM).

8.1.2 Minor Revisions

Minor revisions to this constitution involve changes that do not alter the core structure or governance of the club, but are necessary for clarity, efficiency, or procedural improvements. These may include items such as grammatical corrections, updates to terminology, or minor adjustments to operational processes that do not significantly impact the club's policies or members' rights. To allow flexibility in when these changes can be proposed, time will be set aside at the beginning of every meeting to open the floor for all minor revisions to the constitution a member would like to bring forward.

8.2 Amendment Proposal Process

To maintain fairness, transparency, and orderly governance, all proposed amendments must follow a structured process before they can be reviewed and adopted. This ensures that changes to the constitution are made thoughtfully and with input from the club's members. Any member that meets the voting requirements listed in section 4.2 "Commencement of Voting Rights" may submit a proposal for consideration. Proposals must clearly outline the intended amendment, the reasoning behind it, and any potential impact on the club's operation. Once submitted, the proposed amendments will be reviewed by the Executive Team and discussed before being brought to a vote. The level of review and approval acquired depends on whether the proposed amendment qualifies as a minor or major revision.

8.2.1 Major Revisions

Major revisions will require a formal process to ensure that significant changes to the constitution are well considered and approved by the broader membership of the club. As major revisions can only be proposed during the AGM, all members will receive a copy of the official executive revised constitution for the following year a couple weeks in advance so they may have some time to review its contents. Members wishing to propose a major amendment change must compile a verbal proposal for the general club on the day of the AGM so that it may be presented for consideration to the members of the club. This proposal will need to include

1. A clear description of the proposed amendment, including the exact wording of any new or modified sections that will be reflected in this document
2. A rationale explaining the necessity and intended impact of the amendment
3. Any relevant supporting documentation, references, or any other supporting materials for their amendment if applicable or deemed necessary

Once proposed, the member who submitted the amendment can field questions from executives or other members to provide further clarity about their amendment if needed. After some discussion, the amendment will then begin the voting process to determine whether it will be accepted.

However, if an urgent need for a major revision arises before the next AGM, please refer to section 8.5 “Emergency Amendment Clause”, for further guidance,

8.2.2 Minor Revisions

Minor revisions will require less formal process and will have a dedicated time at the beginning of each meeting for any of these amendments to be brought up to the collective group. These amendments can either be provided in written or verbal form, where the requested member will have a couple minutes to outline the minor changes they would like addressed in the constitution, and field any questions or engage in any discussion regarding their proposed amendment. Should there be no issues, the amendment can then begin the voting process.

8.3 Amendment Voting Procedure

8.3.1 Major Revisions

As mentioned previously, major revisions to the constitution are only considered during the Annual General Meeting (AGM). For any proposed amendment to be enacted, it must receive approval from more than two-thirds of the club members present at the meeting, ensuring that significant changes reflect the consensus of the attending members, and to safeguard the integrity of our governance.

8.3.2 Minor Revisions

Minor revisions to the constitution will be addressed through an in-person vote during an official club meeting. Once a minor revision is proposed, a vote may be conducted immediately; however, if any club member requests additional time to consider the change, a one-week deliberation period will be observed before

proceeding to a vote. These minor revisions will only require a simple majority to pass and be implemented into the constitution.

8.4 Implementation of Amendments

8.4.1 Major Revisions

All major revisions to the constitution, whether introduced during the AGM or enacted via the Emergency Amendment Clause, must be officially implemented within one week of their approval by the club members. These changes will be promptly disseminated to all club members, and the updated document, along with a detailed record of the revisions, will be maintained in the “Version History” section to ensure full transparency and traceability of all changes made.

8.4.2 Minor Revisions

Once a minor revision has been approved, it will be incorporated into the constitution as soon as practical by the Executive Team, based on available resources and scheduling. Although these changes may not be implemented immediately, they will be added promptly and made accessible to all club members. Additionally, every minor change will be recorded in the “Version History” section of this document to maintain historical records of all changes made.

8.5 Emergency Amendment Clause

Should there be a need for an emergency amendment to this constitution, a proposal can be created by, or submitted to the President of the USask Cybersecurity Club, where it will then be voted on during the next general meeting. These emergency amendments can and only will ever be made if we feel there is a sudden major change that must be implemented (adding a new position, or restructuring executives) but will require two-thirds approval first from the Executive Team, then two-thirds majority from the members of the club.

9.0 Disciplinary Processes

9.1 Behavioral Standards

Behavioral Standards establishes a formal framework for addressing concerns and disputes raised by club members. This process ensures that every grievance, whether involving a club member or an executive, is handled fairly and promptly. Specific procedures have been developed to guide members in submitting issues, detailing the guidelines for member-related grievances and those involving executive misconduct.

9.1.1 Members

Grievances against members include acts of discrimination or unwanted advances in any form, behaviors that disrupt the flow of club meetings, cheating during CTF competitions, and the posting or promotion of inappropriate material on the club's official Discord channel or during general meetings. Additionally, any conduct that creates a hostile or unsafe environment, undermining the club's inclusive and collaborative spirit, will be regarded as a grievance and will be subject to section 9.2 "Member Disciplinary Procedures".

9.1.2 Executives

Executive misconduct encompasses all previously mentioned member grievances and further includes failures to prepare necessary materials for meetings, consistently failing to meet role expectations, or not following directives from the President and Vice President. Misuse of club funds for non-club related activities, unexplained absences from more than three general or executive meetings, abuse of power, conflicts of interest, and breaches of transparency or confidentiality are also considered serious offenses. Such actions compromise the integrity of the club's leadership and are subject to the disciplinary processes outlined in section 9.3 "Executive Disciplinary Procedures".

9.2 Member Disciplinary Procedures

Concerns regarding member behavior may be brought forward privately between a club member and an executive, or directly by an executive to their peers based on what they have observed. These private reports aim to maintain confidentiality and respect for everyone involved, and any reporting party will receive updates on their inquiries in private once matters have been investigated thoroughly.

For minor infractions, a formal warning will be issued, notifying the offending member that any repeated offenses will result in removal from the club. In cases of more serious misconduct, the Executive Team reserves the right to remove the member from the club effective immediately, including banning them from future meetings and revoking access to club discussion spaces.

9.3 Executive Disciplinary Procedures

Issues involving executive conduct can be reported in confidence either by club members to an Executive Team member, or by an executive to the President or Vice President. Any concerns brought up regarding an executive require the utmost respect for the privacy of all those involved, and guarantee that all matters are taken seriously.

For performance-related concerns regarding the quality of work or the lack thereof, the President or Vice President will raise the matter at the next executive meeting, explain the situation to the executive in question, and place them under a two week probationary period where their work will be closely monitored to examine if they can meet the standards expected of their position. If the performance issues persist, the remaining executives will vote on the removal of the individual, which will require a majority vote for the action to pass. Club members will not participate in these types of discussions, unless the Executive Team is in a situation where they require an appointed unbiased representative to aid in resolving a dispute.

For more severe cases, such as cheating and or stealing of club funds, the President and Vice President hold the authority to immediately remove a non-co-signing executive, provided that a proper proposal is presented and discussed with the remaining executives (excluding the offending party) prior to finalizing the decision.

Once an executive position is vacated, an open call for nominations will be announced at subsequent general club meetings and on the USask Cybersecurity Club Discord channel. Any club member interested in assuming the role may put their name forward, after which the nomination will be subject to a majority vote at the next general meeting. If approved, the Executive Team will promptly initiate the onboarding process to ensure the new executive is fully briefed and prepared to assume their responsibilities.

9.4 President/Vice President Recall Process

Should concerns arise regarding the leadership of the President or Vice President, any club member or executive may initiate a "Vote of No-Confidence" if they believe the incumbent has failed in leadership or has not upheld the club's values and goals. In such cases, the parties concerned must draft a written proposal detailing their reasoning for the Vote of No-Confidence and submit them in person to the current Staff Representative overseeing the USask Cybersecurity Club. Following this, the President or Vice President will be required to meet with the Staff Representative to defend their positions. If the leadership is unable to provide a satisfactory defense or proof of their work regarding the progress of the club, they will be required to vacate their positions immediately, and two existing executives will assume the roles of interim President and Vice President until a new election is organized and held.

9.5 Post-Removal Executive Eligibility

To maintain integrity and fairness of the USask Cybersecurity Club's leadership, any executive member who is formally removed in accordance with the policies outlined in section 9 of this document, or who

voluntarily steps down from their position, shall be deemed ineligible to run for or be appointed to any executive position within the club for a period of one year following their date of removal or resignation. Once the one-year period has passed, the member will regain their eligibility to hold an executive position within the USask Cybersecurity Club should they be voted into the position.

10.0 Agency

10.1 Association

The University of Saskatchewan Cybersecurity Club operates as an independent entity, and is not an agent, representative, or subsidiary of the University of Saskatchewan Students' Union (USSU). The views, opinions, activities, and statements made by the club, its members, or its leadership do not reflect, nor are they endorsed by, the USSU. The club shall not use the USSU's name, branding, or other resources in any official capacity without prior written consent from a USSU representative.

10.2 Legal

The University of Saskatchewan Cyber Security Executive Team, and affiliates shall not be held responsible or liable for any misuse, unlawful activities, or unintended consequences arising from the knowledge, skills, tools, or methodologies acquired through club participation. Members are expected to uphold ethical and legal standards when applying skills learned from the club, including but not limited to cyber security, hacking, or any other related technical disciplines.

Participation in club activities, including but not limited to lectures, training sessions, competitions, and other discussions, are at the sole discretion and risk of the participant. The club does not provide legal, financial, or professional certification, and members are responsible for ensuring their actions comply with local, national, and international laws.