

- I. The name of this organization is the **Online Cyber Security Alliance (OCSA)**.
- II. These by-laws were created on July 24, 2019. The latest revision took place on September 8, 2021.

III. Mission Statement

To enhance the educational and professional development of UTSA's online BBA cyber security students by collaborating on hands-on exercises, and participating in mentoring and networking opportunities.

IV. Membership

1. All members of OCSA must be currently enrolled students at the University of Texas at San Antonio.
2. To be eligible for membership, candidates must be part-time or full-time undergraduate students in the online BBA in Cyber Security degree program.
3. An overall average of least a 2.25 is required for leadership roles; leadership roles are reserved for undergraduate members.
4. Honorary membership may be given to alumni, MSIT, or MSDA graduate students who play a significant mentoring role to the online BBA in Cyber Security degree program.
5. Eligibility for membership or appointed or elected student officer positions may not be limited on the basis of race, religion, national origin, ethnicity, color, age, gender, marital status, citizenship, sexual orientation, or disability. The organization shall have no rules or policies that discriminate on the basis of race, religion, national origin, veteran's status, ethnicity, color, age, gender, marital status, citizenship, sexual orientation, or disability.

V. Legal Agreement Statement

The organization agrees to abide by all University policies and local, state, and federal laws, and by the *Legal Responsibilities Affidavit for Student Organizations* section of the Student Handbook Organization.

VI. Four officers will comprise the Executive Board of the organization.

1. President
2. Vice President
3. Treasurer
4. Secretary

Powers and Duties of Officers

- a. The President shall serve as the chief executive officer of the organization, shall preside at all meetings of the organization, and shall prepare the agenda for meetings. The President must be an undergraduate student. The President shall be the official spokesperson of the organization, representing the policies, views, and opinions of the organization in its relations with the campus and community at large. The President shall work with the Executive Board members to designate and appoint all committees and committee chairs. The President shall have such further powers and duties as may be prescribed by the organization.
- b. The Vice President shall preside at organization meetings in the absence of the President. The Vice President shall perform all legal duties assigned by the President. The Vice President shall assume the office of President if the office becomes vacant.
- c. The Treasurer shall handle all financial affairs and budgeting of the organization, maintain all necessary accounting records, and prepare quarterly financial reports for the membership. The Treasurer shall collect and deposit all dues and fees. The Treasurer shall maintain bank accounts in the organization's name, with both the Treasurer and President's signatures required for authorized disbursements.

- d. The Secretary shall record and maintain minutes at all meetings of the organization and distribute for review to the Executive Board in advance of the next scheduled meeting. The Secretary shall be responsible for maintaining organization correspondence and distributing it as necessary. The Secretary shall maintain membership records for the organization.

Selection of Officers

- The President, Vice President, Treasurer, and Secretary will be elected annually. Election of officers shall take place in April every year (or in October if an election did not take place in April). Officer tenure is from May 1 to April 30. Those seeking positions must maintain enrollment status during the entire term of office.
- At least one week's notice shall be provided for any meeting at which an election is to be held.
- Nominations for officers shall be made at the regular meeting immediately preceding the election. Members may nominate themselves for an office.
- Any candidate for an officer position must have a UTSA cumulative GPA of at least a 2.25.
- Voting will take place through an online voting platform by the next scheduled meeting (e.g., <https://electionrunner.com/>).
- Any officer who, during the term of his/her office, ceases to be a voting member, or fails to maintain his/her status as a matriculating undergraduate/graduate student maintaining a 2.5 GPA, in good academic and disciplinary standing with their respective college, shall be removed from his/her office and a replacement shall be elected.
- Should a position become vacant during the year, notice will be given to the membership. If the position of President becomes vacant as the result of resignation, ineligibility or recall, the Vice President shall assume the office of President. Vacancies in any other elected office shall be filled by an online election held at the next regular meeting where the vacancy was announced. Nominations may be made at the meeting where the vacancy is announced. The President may appoint an interim officer to fill the vacancy until the election is held.

VII. Procedures for Decision Making

- Decisions affecting the membership will be voted on by the membership.
- Quorum needed to pass a motion is defined as a simple majority of the active membership (50% + 1).
- The Executive Board can call a Special or Emergency meeting, if the membership is given a minimum of 48 hours notice. A member may appeal to the Executive Board to schedule an emergency meeting.

VIII. Disbursement or Organization Assets

Should OCSA close, the assets of the organization shall be given to the [Cyber Center for Security and Analytics](#).

IX. Executive Board

The Executive Board shall consist of the four elected and appointed officers, with the advisor(s) serving as non-voting member(s).

The Executive Board shall meet at least one time each semester. Special meetings may be called by the President or a majority of the Executive Board. A quorum shall consist of a majority of the Executive Board members. Executive Board business may be conducted via email or via online meetings.

The Executive Board shall have general supervision of the affairs of the organization between meetings and is authorized to take action when action must be taken prior to the next meeting.

The Executive Board shall report to the membership all actions taken between meetings. Except when it is too late to do so (such as when a contract has been executed), any actions taken by the Executive Board may be rescinded or modified by the membership by a majority vote.

X. Committees

OCSA committees may include, but not be limited, to the following:

- Events: Plan guest speakers and meet ups.
- Repo: Maintain and share a database of online educational and career opportunities.
- Competitions: Research and share online opportunities for cyber games and challenges.
- Certification: Organize sessions for certification discussion and preparation.

XI. Meetings

- A minimum of three meetings will be held per semester.
- Special meetings may be called by the President or a majority of the Executive Board.
- Business cannot be conducted unless a quorum of the membership is present. A quorum for this organization is defined as a majority of the voting membership. Voting will take place via an online polling system.

XII. Governance

Meetings should be governed using the Robert's Rules of Order.

XIII. Finance

Membership dues shall be waived for at least the first year, and re-evaluated in April of each year. This organization has the ability to assess the membership for special purposes. Assessments shall be determined by a quorum of the membership at a regularly scheduled meeting.

In the event that membership dues are assessed, members who have not paid their dues or special assessments by the due date shall be considered as not being in good standing and shall lose all membership privileges, including voting, until the dues are paid.

The Executive Board shall propose an annual budget to be voted upon no later than the second regular meeting of the academic year. Any unbudgeted expenditures shall be approved in advance by the membership. When financial decisions must be made between meetings, voting may be done via online poll, and the Executive Board is authorized to approve expenditures not exceeding \$500 based on the results.

XIV. Amendments

Proposed amendments to these bylaws shall be presented to the membership, in writing, one meeting prior to the meeting where the amendment will be voted upon. The Executive Board and/or Bylaws Committee shall review and make recommendations on all bylaw revisions prior to consideration by the membership. Bylaw amendments require approval by two-thirds of the voting members present at a regular meeting. The amendment shall be effective immediately unless otherwise stipulated in the amendment. Amendments to these bylaws must be updated on the organization's website and submitted to the Office of Student Activities in a timely manner.

XV. Faculty/Staff Advisor

An advisor must be either a faculty member (not on sabbatical) or a staff member at the University. The faculty or staff member must be employed at the University at least part-time and in a benefits eligible position. Advisors shall be selected or replaced by consensus of the Executive Board. Advisors shall serve on an academic year basis or until their successor has been selected.