

**Constitution of the
George Mason University
Information Security & Assurance Association**

Drafted: 10/22/04

Revised: 12/28/2007

Ratified: 4/25/2008

Article One NAME OF ORGANIZATION

- The name of this organization shall be the Information Security and Assurance Association.
- The acronym of this organization shall be ISAA.

Article Two PURPOSE OF ORGANIZATION

- Improve educational, social networking, and employment opportunities for students interested in information security and assurance or enrolled in information security and assurance courses and programs at George Mason University
- Encourage students to enroll in information security courses and programs
- Lobby the GMU administration to increase information security courses and research funding for information security
- Raise information security awareness on campus.

Article Three MEMBERSHIP

- Disclaimer - Membership in this organization will not be restricted on the basis of race, color, religion, national origin, disability, sexual orientation, veteran status, sex or age.
- Types of membership - There shall be four types of membership: active, associate, alumni, and honorary. Active membership is granted to qualified students (undergraduate, graduate, or doctoral) enrolled at GMU. Associate membership is granted to qualified students (undergraduate, graduate, doctoral) enrolled at another university/college. In addition, qualified faculty and staff employed at GMU or another university/college are also eligible for an associate membership. Alumni membership is granted to qualified individuals who graduate from GMU. Honorary memberships are granted to qualified individuals that operate outside of an academic environment.
- Qualifications for 'ACTIVE' membership
 - Undergraduate: cumulative 2.0 GPA and good academic standing with GMU.

- Graduate & Doctoral: cumulative 3.0 GPA and good academic standing with GMU
- Registered with ISAA
- Required dues for current school year paid in full
- Qualifications for ‘ASSOCIATE’ membership
 - Undergraduate: cumulative 2.0 GPA, proof of enrollment and good academic standing with university or college
 - Graduate or Doctoral: cumulative 3.0 GPA, proof of enrollment and good academic standing with university or college
 - Faculty/Staff: proof of employment at GMU or other university/college
 - Registered with ISAA
 - Required dues for current school year paid in full
- Qualifications for ‘ALUMNI’ membership
 - Proof of graduation from GMU
 - Registered with ISAA as ‘ACTIVE’ during semester of graduation
 - Required dues paid in full
- Qualifications for ‘HONORARY’ membership
 - Guest speaker
 - Sponsor
 - Nomination, approval, and majority vote by active members at recognized ISAA meeting or function
 - Membership good for one year from approval date

Becoming a member

- Associate members must apply for membership or be offered membership by a majority of active members. Former active members of the organization shall automatically become Honorary members upon graduation. Other Honorary members must apply for membership or be offered membership by a majority of the active members. Applications for membership will be approved based on a majority vote of the active members or a majority vote of the executive council. Offers of membership will be extended by a majority vote of the active members or by a majority vote of the executive council.
- Only active members may vote on official matters including amendments, elections, and other motions brought forth in meetings. However, all members may attend meetings and participate in discussions and debates. Active members will receive first preference with respect to job placement information and services. Honorary members, who are also alumni and former active members, will receive second preference with respect to job placement information and services. Honorary members, who are alumni but not former active members, will receive third preference with respect to job placement information and services. All other members will receive fourth preference with respect to job placement information and services. Non-members will receive fifth preference with respect to job placement information and services.

- Active membership will be revoked automatically after a member has missed **four** consecutive mandatory meetings in a school year. Active membership will be reinstated by attending one mandatory meeting after missing **four** consecutive mandatory meetings. Active membership will be revoked if a member violates university policies. Active membership shall be revoked by a majority vote of the Executive Council and 3/4 vote of the active membership if a member engages in activities detrimental to the organization.

Article Four OFFICERS

- The Executive Council of the organization shall consist of the faculty advisor and the following elected officers: President, VP – Operations, VP – Communications, VP – Finance, VP – Programs, and VP – Membership.
- Duties of the President
 - Act as the official representative of the ISAA and provide overall direction;
 - Preside at all ISAA Board and membership meetings;
 - Appoint necessary committees, and
 - Authorize payment of funds with Board approval.
- Duties of VP – Operations
 - Perform the duties of the President in his/her absence;
 - Take minutes of ISAA Board and membership meetings;
 - Responsible for all ISAA correspondence, reports, records, and other official communications, and
 - Maintain and update any policies or procedures developed and approved by the ISAA Board.
- Duties of VP – Communications
 - Maintain and update ISAA website;
 - Maintain ISAA-LISTSERV;
 - Maintain ISAA activity calendar;
 - Identify and utilize campus resources for advertising upcoming ISAA events, and
 - Act as liaison between the ISAA, Student Activities, and external entities.
- Duties of VP – Finance
 - Request funding from student activity board as authorized by the President;
 - Maintain ISAA bank accounts;
 - Pay bills as authorized by the President
 - Process all incoming funds (i.e. dues and sponsorship fees);
 - Arrange for catering at membership meetings, and
 - Apprise Board of financial status at Board meetings.
- Duties of VP – Programs
 - Coordinate, schedule, and oversee programs presented at the ISAA monthly membership meeting;

- Maintain the speakers contact file;
- Accept and process reservations for monthly membership meetings, and
- Prepare certificates of attendance for attendees.
- VP – Membership
 - Implement and maintain membership database;
 - Identify and utilize campus resources to promote interest in the ISAA;
 - Conduct an ongoing membership campaign;
 - Prepare and conduct ISAA surveys, and
 - Assist with maintenance of ISAA-LISTSERV.
- Officer positions are open to all active members.
- Officers shall serve a one year term. No term limits shall exist. A term is defined as a Fall and Spring semester in any school year (i.e. Fall 2008 and Spring 2009 is the next term).
- An officer shall be removed temporarily for one meeting by losing active status. An officer shall be removed permanently by failing to remain in active membership status on more than two occasions in one school year or by missing three consecutive mandatory meetings. An officer may be removed for failure to perform his or her duties by 4/5 vote of the executive council and a 3/4 vote of the active membership. An officer shall be removed for violating the university's policies. An officer shall be removed by a 4/5 vote of the Executive Council and 3/4 vote of the active members if he or she engages in activities detrimental to the organization.

ADVISOR

- The organization's advisor shall be a member of the faculty or staff at George Mason University.
- The advisor will be selected in April by majority vote of the active members. Preference will be given to professors teaching information security and assurance courses.
- The advisor may be removed for (1) failure to perform their duties or (2) majority vote of the active members after a majority of the Executive Council requests a vote of the active members.
- The advisor can only offer guidance and support to the organization; he/she cannot vote.

Article Five

ELECTIONS

- Elections will take place during the April meeting.
- Nominations will be made during the March meeting or by e-mail within seven days following the meeting. All active members may make nominations. Self-nominations are permitted. Only active members may run for office.
- Nominees will present their qualifications via one e-mail sent to all members no later than one week prior to the election and during a short

presentation immediately prior to voting. The duration of the short presentations will be determined by a majority vote of active members during the February's mandatory meeting.

- Voting will be by secret ballot with the two Vice Presidents tallying the votes. Nominees may not count votes for their election. If a Vice President is a candidate, a randomly chosen member of the Executive Council will replace the Vice President as a vote counter. If a member of the Executive Council is not available to replace a Vice President, a randomly chosen active member will replace the Vice President as a vote counter. Nominees must receive a majority of active member votes cast to be elected.
- In the event of a tie, a runoff will be held between the top two vote getters. If a runoff is not able to determine the election winner, a majority vote of the Executive Council will determine the winner. A member of the Executive Council will not be allowed to vote in a deadlocked race if the member is a nominee for the office.
- In the event of a vacancy in the Executive Council, a special election will be held to fill the vacancy in the first mandatory meeting after the vacancy occurs.
- The transition period for new officers will be in April and start with a short shadow period. The second mandatory meeting in April will begin with a formal transfer of power.

Article Six MEETINGS

- The ISSA will hold a chapter meeting each month of the Fall and Spring semesters.
- The President will preside at the meetings. In the event of the President's absence, the VP - Operations will preside over the meeting.
- The Executive Council shall meet at least two weeks prior to any chapter meeting to ensure all necessary arrangements are in place, to review the strategic plan, and prepare for the next month's chapter meeting.
- All members are required to attend all mandatory meetings. All members are encouraged to attend all non-mandatory meetings.
- A quorum shall consist of three members of the Executive Council and a majority of the active members.
- Special meetings may be called by a majority of the Executive Council or by a majority of the active members.
- The latest edition of Robert's Rules of Order will be used for the parliamentary rules.

Article Seven FINANCE

- The amount of dues and the method of collection will be decided by a 3/4 vote of the active members at the beginning of each semester for semi-annual dues or the beginning of each school year for annual dues.

Article Eight AMENDMENTS

- All active members may propose amendments to the constitution at mandatory meetings.
- During the mandatory meeting immediately following the meeting in which the amendment was proposed, all members may participate in the debate on the proposed amendment; however, only active members may vote on a proposed amendment.
- Amendments will be ratified by a 3/4 favorable vote by the active members.
- The office of Student Activities must review all amendments in the same manner as a completely new constitution.

Article Nine RATIFICATION

- This constitution shall become effective upon approval by a 3/4 vote of the membership, the Council of Student Organization Umbrella Leaders and the Associate Dean of University Life / Director of Student Activities.
- Only active members shall vote on the constitution ratification.
- The constitution will remain in effect until revised or amended.