

# The Association of Cyber Engineers

Constitution: Louisiana  
Tech University

## Article I – Name

**Section 1.** The name of the organization shall be The Association of Cyber Engineers. Hereby abbreviated by “ACE”.

## Article II – Purpose

**Section 1.** The purpose of ACE shall be to stimulate interest in the field of cyber engineering and to promote the use of computers for the benefit of society.

**Section 2.** The members shall strive to implement the values promoted by scholarships and good citizenship by rendering services and contributions to Louisiana Tech University and the city of Ruston, Louisiana.

## Article III – Members

**Section 1.** Membership shall be composed of active, inactive, and alumni members. All officers and voting members shall be currently enrolled students at Louisiana Tech University. Membership in ACE is open without restriction as to race, creed, sex, or national origin.

A. Active members shall be members in good standing, added to ACE as prescribed by the bylaws. Active membership shall be granted to those currently enrolled at Louisiana Tech University and must be in good standing with the University. Members shall be added to the roster of the organization and allowed to partake in ACE activities once they have paid dues.

B. Inactive members shall be those members who have not paid their dues for the year at the time of inquiring.

C. Alumni members shall be past members who, by reason of graduation are no longer active or inactive members and who have paid alumni dues for the current year.

## Article IV – Officers

**Section 1.** The officers of ACE shall consist of president, vice-president, secretary, treasurer, historian, and ambassador.

**Section 2.** The present officers, the past president if still enrolled, and the faculty advisor of ACE shall comprise the executive committee.

**Section 3.** The elections shall take place in the first month of Fall quarter. Officers shall be elected by a majority vote of the active members present provided there is a quorum. A runoff of the top two candidates shall take place if necessary. Elections will be by secret ballot and the executive committee shall count the ballots. The newly elected officers will take office at the next regularly scheduled meeting, and their term of office shall be for one year. Any vacancy in an office shall be filled by a special election at the next regularly scheduled meeting after the officer announces the resignation.

**Section 4.** At a regularly scheduled meeting, any members may request in writing that an officer be removed from his/her position. This request is automatically tabled until the next regularly scheduled meeting. A special meeting is automatically called if the next regular meeting is more than one week away. At the next meeting (or special meeting if necessary), discussion of the conduct of the officer will be held and a vote of two-thirds of the active 3 members present are required to remove the officer, providing a quorum is present. The position will be filled by special election at the next meeting.

**Section 5.** Duties of Officers:

A. **President:** The president shall assume responsibility for leadership in the work of the chapter, bring before the chapter all communications and information from the university or national officers, and assist all committees and the chapter in executing their plans and programs.

a. The president shall call and preside at all meetings and appoint and serve as an ex-officio member of all committees.

b. In addition, the president is responsible for reporting and ensuring that all active members have completed the required hazing training.

B. **Vice-President:** The vice-president shall preside in the absence of the president, advise the president on all matters concerning the conduct of the organization, and serve as chairperson of the program committee.

a. The vice-president shall update all relevant calendars with all ACE-related future events and meetings, including the official Louisiana Tech calendar and ACE calendar on the website.

C. **Secretary:** The secretary shall keep a strict record of all meetings and procedures and assist the president by sending out notices promptly and by informing committees when reports are due

a. The secretary shall cooperate with the national office by reporting the names and addresses of chapter officers immediately upon their election and shall compile a list each quarter of qualified candidates including their names, activities, and GPA.

b. The secretary shall oversee the efficacy of communications including but limited to: email, Discord, and club meetings.

D. **Treasurer:** The treasurer shall collect all dues, receive all funds of the organization, and pay all bills of the organization with the approval and co-signature of the president.

a. See Article VII, Section 2 for more details regarding the duties of the Treasurer.

E. **Historian:** The historian shall be in control of forms of social media and ACE documentation.

a. Social media sites include but do not exclude: Twitter, Facebook, and current (orgs.latech.edu/ace/) and future websites.

b. The historian shall manage ACE repositories and oversee the organization of the ACE Google drive.

F. **Ambassador:** The ambassador shall act as an intermediary of communication between ACE and other organizational entities.

a. The ambassador shall act as a liaison between other organizations to collaborate and work on possible joint meetings.

b. The ambassador, with express consent of the president, may contact other universities in an attempt to associate with the universities' cyber and technology-based clubs with the intent to collaborate on virtual projects.

c. The ambassador shall attend all meetings led by the Engineering and Science Association (ESA) and relay information from the meetings to the other officers.

Officer duties can be expanded or retracted by the president in accordance with the club's needs.

All officers will strive to attend all ACE meetings and events, including organizational browses, service projects. Officers will notify the president if they cannot attend a scheduled meeting or event; if the president cannot attend a meeting or event, he or she will notify the vice president (who will act as the president for that meeting or event).

## Article V – Faculty Advisor

**Section 1.** The Association of Cyber Engineers shall elect its faculty advisor by at the last meeting of Spring Quarter.

Nominations will be taken from the floor at this meeting, and it is the responsibility of the person making the nomination to know that the person will accept the faculty advisor position. An individual receiving a simple majority of the vote of the active members present will be elected as faculty advisor providing a quorum is present. If during the first balloting no one receives a simple majority of the vote of the active members, then a runoff will be held between the top two candidates.

The faculty advisor shall NOT exercise care, custody, and/or control over the funds of the organization; however, it is within the guidelines and purview of the faculty advisor to review, on a regular basis, any and all aspects of the banking procedures/guidelines/activities of the organization (including, but not limited to, cancelled checks, bank statements, check books) in order for the organization to maintain its mission and purpose as an officially recognized organization on the campus of Louisiana Tech University. It is also understood that the organization's bank account cannot use Louisiana Tech's name, tax identification number, or logo in any form or fashion.

## Article VI – Meetings

**Section 1.** Regular meetings shall be held every Monday. Special meetings may be called at any time by the President. Membership shall be informed of special meetings by having the secretary email each member. Notice of special meetings must be received by the membership at least 24 hours in advance. Meetings may be canceled by the President at any time.

**Section 2.** No business may be conducted at a regular or special meeting unless a quorum is present. A quorum is defined as a number of active members present which exceeds 50% of the total active membership.

**Section 3.** The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the organization in conducting business at any meeting. These same rules shall govern the organization in all cases to which they are applicable and do not conflict with other sections of the bylaws.

## Article VII – Finance

**Section 1.** The induction fee for each new member shall be \$5. This fee shall be collected before any new member shall receive active member status and privileges.

**Section 2.** The financial accounts for the organization will be maintained by the College of Engineering and Science, Foundation account. Separate records of our finances shall be maintained by the Treasurer, who will meet with the manager of the Foundation account quarterly to audit the account.

**Section 3.** Any and all expenditures shall be cosigned by at least two officers.

## Article VIII – Committees

**Section 1.** The president shall appoint any committees necessary for temporary (ad hoc) or continuing tasks (standing committees) to assist the proper functioning of the organization.

**Section 2.** Appointment to standing committees shall continue throughout the school year or until a successor is selected.

## Article IX – Conduct

**Section 1.** The organization and its members agree to uphold and abide by the rules and regulations of Louisiana Tech University.

**Section 2.** The organization agrees that it is responsible for the behavior of members and guests at any of its functions.

**Section 3.** Hazing, in any form, is strictly prohibited by Louisiana Tech University and will not be allowed by this organization or its individual members and we will educate our members on the definitions of hazing, the possible consequences for committing hazing, the laws regarding hazing, and the negative effects of hazing.

**Section 4.** The Association of Cyber Engineers is dedicated to providing a harassment-free experience for participants at all of our events. They exist to encourage the open exchange of ideas and expression and require an environment that recognizes the inherent worth of every person and group. While at ACE events or related ancillary or social events, any participants, including speakers, attendees, volunteers, sponsors, and anyone else, should not engage in harassment in any form.

A. Harassment will not be tolerated in any form, including but not limited to harassment based on gender, gender identity and expression, sexual orientation, disability, physical appearance, body size, race, age, religion or any other status protected by laws in which the conference or program is being held. Harassment includes the use of abusive, offensive or degrading language, intimidation, stalking, harassing photography or recording, inappropriate physical contact, sexual imagery and unwelcome sexual advances or requests for sexual favors. Any report of

harassment at one of our events will be addressed immediately. Participants asked to stop any harassing behavior are expected to comply immediately. Anyone who witnesses or is subjected to unacceptable behavior should notify a conference organizer at once.

B. Presenters should not use sexualized images, activities, or other material in their booths and must refrain from the use of sexualized clothing/uniforms/costumes, or otherwise creating a sexualized environment. Speakers should not use sexual language, images, or any language or images that would constitute harassment as defined above in their talks.

C. If a participant engages in harassing behavior, the organization may take any action they deem appropriate, ranging from issuance of a warning to the offending individual to expulsion from the event, depending on the circumstances ACE reserves the right to exclude any participant found to be engaging in harassing behavior from participating in any further ACE events, trainings or other activities.

D. If you are being harassed, notice that someone else is being harassed, or have any other concerns relating to harassment, please contact an ACE officer or faculty advisor immediately. You are also encouraged to contact us at [acecoes@latech.edu](mailto:acecoes@latech.edu) with any questions or concerns.

## Article X – Amendment of Bylaws

**Section 1.** Suggestions for amendment or revision of the bylaws of the chapter may be presented in writing at any regularly scheduled meeting. The motion for the changes in the Constitution shall automatically be tabled until the next regularly scheduled meeting. Once the motion is brought off the table, it can be approved by a positive vote of two-thirds of the active members present, providing there is a quorum.

**Section 2.** Amendments or revisions of the Constitution may not go into effect until approved by the Louisiana Tech Student Organizations Committee.

**Section 3.** No changes to the constitution shall go into effect until approved by the Louisiana Tech Student Organizations Committee.

This Constitution was revised on August 16, 2021.