

Constitution of “U of T Capture the Flag Club”

1. Article One – Name and Purpose

- 1.1. The official name of the recognized student group is “U of T Capture the Flag Club”
- 1.2. The official acronym or abbreviation of the group is “UofTCTF”
- 1.3. The purpose, objectives, mission and/or mandate of the organization is to bring together individuals who are passionate about or simply curious about cybersecurity and hacking and work together as a group to broaden our knowledge about the subject. The organization will also aim to participate in Capture the Flag competitions held throughout the year to apply the knowledge gained throughout the academic year. UofTCTF welcomes people with any level of experience, as long as they have the willingness to learn.

2. Article Two – Membership and Membership Fee

- 2.1. The group shall maintain a list of group members.
- 2.2. Voting membership is open to all registered students of the University of Toronto.
- 2.3. Voting membership is open only to registered students of the University of Toronto.
- 2.4. Non-voting membership is open to University of Toronto staff, faculty, alumni, and to persons from outside the University. Unless otherwise stated, non-voting members do not hold any rights awarded to voting members.
- 2.5. The membership fee will be \$0 per year.

3. Article Three – Rights of Members

- 3.1. All members may apply for a full refund of their membership fee within one (1) month of becoming a member.
- 3.2. All voting members have a right to attend all general meetings of members.
- 3.3. All voting members have a right to cast votes at all general meetings of members.
- 3.4. All voting members have a right to stand for election unless otherwise stated in this document.
- 3.5. All voting members have a right to cast votes in all group elections and referenda.
- 3.6. All voting members have a right to propose and vote on amendments to this constitution.
- 3.7. The rights prescribed in Article Three are not awarded to non-voting members as described in Article Two.

4. Article Four - Executive Committee

- 4.1. The term for all positions on the Executive Committee shall be from May 1st to April 30th.
- 4.2. The Executive Committee shall be comprised of eleven (11) voting members.
- 4.3. All voting members of the Executive Committee must be currently registered students of the University of Toronto.
- 4.4. Non-voting members may hold only non-voting positions on the Executive Committee.

- 4.5. The maximum amount of non-voting positions on the Executive Committee shall be one (1) position or ten per cent (10%) of the positions on the Executive Committee, whichever is greatest.
- 4.6. Persons holding non-voting positions on the Executive Committee cannot serve as an officer, financial authority, signing authority, primary contact, or secondary contact.
- 4.7. No person may serve as a financial authority or signing authority for the group if they are currently serving as a financial authority or signing authority for another recognized student group at the University of Toronto.
- 4.8. The Executive may appoint Directors or Coordinators for various committees who do not hold executive decision-making authority and are not eligible to cast votes at meetings of the Executive Committee.

5. Article Five - Executive Committee Composition and Duties

- 5.1. **The President, William Khem-Marquez, who has been in this position since May 1st, 2025, shall:**
 - 5.1.1. Be eligible to cast votes at meetings of the Executive Committee,
 - 5.1.2. Oversee the operations, management, and success of the group,
 - 5.1.3. Provide strategic leadership and set the vision for the club,
 - 5.1.4. Serve as the primary spokesperson and representative of the club,
 - 5.1.5. Hold signing and financial authority along with the Vice-President of Finance,
 - 5.1.6. Preside over meetings of the Executive Committee and/or general members,
 - 5.1.7. Support executive team development and ensure alignment with club goals,
 - 5.1.8. Ensure a smooth transition of leadership and continuity of operations at the end of each term.
- 5.2. **The Vice-President of Operations, Ahtesham Ulhaq, who has been in this position since May 1st, 2025, shall:**
 - 5.2.1. Be eligible to cast votes at meetings of the Executive Committee,
 - 5.2.2. Assume duties of the President in their absence,
 - 5.2.3. Ensure club activities comply with the policies and guidelines set by the University of Toronto,
 - 5.2.4. Oversee and coordinate internal operations to ensure the smooth functioning of the club,
 - 5.2.5. Facilitate Executive Committee meetings, including setting agendas, recording minutes, and tracking action items,
 - 5.2.6. Maintain club documentation, internal workflows, and record-keeping systems,
 - 5.2.7. Monitor progress on strategic plans and assist Executive Members in meeting their objectives and deadlines,
 - 5.2.8. Support succession planning and knowledge transfer for Executive roles at the end of each term,
 - 5.2.9. Act as a liaison between subteams to resolve interdepartmental issues and promote collaboration.
- 5.3. **The Vice-President of Campus Engagement, Katherine Lambert, who has been in this position since May 1st, 2025, shall:**
 - 5.3.1. Be eligible to cast votes at meetings of the Executive Committee,

- 5.3.2. Maintain a list of group members,
- 5.3.3. Oversee student outreach and engagement initiatives,
- 5.3.4. Coordinate organizational recruitment efforts,
- 5.3.5. Foster collaborations and relationships with other campus clubs and organizations,
- 5.3.6. Supervise the Training Coordinator,
- 5.3.7. Oversee onboarding, mentorship, and retention of club members.
- 5.4. **The Vice-President of Finance, Adam Sterling, who has been in this position since May 1st, 2025, shall:**
 - 5.4.1. Be eligible to cast votes at meetings of the Executive Committee,
 - 5.4.2. Record all financial transactions of the group,
 - 5.4.3. Hold signing and financial authority along with the President,,
 - 5.4.4. Maintain a budget of income and expenses,
 - 5.4.5. Advise members on the financial position of the group,
 - 5.4.6. Prepare an annual budget for the group,
 - 5.4.7. Act as the primary contact between UofTCTF and the Student Union regarding funding, communications, and agreements,
 - 5.4.8. Manage and distribute prize winnings from competitions.
- 5.5. **The Vice-President of External Relations, Avery Ng, who has been in this position since May 1st, 2025, shall:**
 - 5.5.1. Be eligible to cast votes at meetings of the Executive Committee,
 - 5.5.2. Communicate with financial sponsors, external organizations, and industry partners,
 - 5.5.3. Secure sponsorships, funding, and resources required for club activities and competitions,
 - 5.5.4. Oversee and develop corporate partnerships to provide career and networking opportunities for club members,
 - 5.5.5. Supervise the Marketing Lead and Sponsorship Lead,
 - 5.5.6. Coordinate external outreach efforts to ensure strong industry presence and visibility for the club.
- 5.6. **The Vice-President of Technology, Joseph Zhu, who has been in this position since May 1st, 2025, shall:**
 - 5.6.1. Be eligible to cast votes at meetings of the Executive Committee,
 - 5.6.2. Ensure smooth deployment and reliability of infrastructure for events, bots, and internal tools,
 - 5.6.3. Manage timelines and tasks related to the UofTCTF competition platform,
 - 5.6.4. Supervise the Infrastructure Lead,
 - 5.6.5. Coordinate with the Challenge Development team for technical support.
- 5.7. **The Training Coordinator, David Chen, who has been in this position since May 1st, 2025, shall:**
 - 5.7.1. Be eligible to cast votes at meetings of the Executive Committee,
 - 5.7.2. Organize and lead regular internal training sessions and workshops to build technical skills,
 - 5.7.3. Curate and manage a library of learning resources, challenge writeups, and tutorials,
 - 5.7.4. Coordinate onboarding sessions and mentorship programs for new members.

5.8. The Marketing Lead, Sarah Hira, who has been in this position since May 1st, 2025, shall:

- 5.8.1.** Be eligible to cast votes at meetings of the Executive Committee,
- 5.8.2.** Manage the club's social media presence (e.g., Instagram, X),
- 5.8.3.** Design and distribute digital and physical marketing materials,
- 5.8.4.** Create content to promote club events, recruitment, and CTF participation,
- 5.8.5.** Ensure consistent branding and public messaging across all channels.

5.9. The Infrastructure Lead, Zain Alaabedeen Moustafa, who has been in this position since May 1st, 2025, shall:

- 5.9.1.** Be eligible to cast votes at meetings of the Executive Committee,
- 5.9.2.** Set up, monitor, and maintain infrastructure for internal tools, bots, and CTF platforms (e.g., CTFd),
- 5.9.3.** Ensure reliability, scalability, and uptime for club-hosted services and UofTCTF competition environments,
- 5.9.4.** Manage cloud resources and security configurations.

5.10. The Challenge Development Lead, Edward Liono Lie, who has been in this position since May 1st, 2025, shall:

- 5.10.1.** Be eligible to cast votes at meetings of the Executive Committee,
- 5.10.2.** Lead the design and implementation of challenges for internal training and the UofTCTF competition,
- 5.10.3.** Coordinate with the Infrastructure Lead to test and deploy challenges,
- 5.10.4.** Maintain a repository of past challenges and solutions, and guide members in authoring new content.

5.11. The Sponsorship Lead, Jenna Zhang, who has been in this position since May 1st, 2025, shall:

- 5.11.1.** Be eligible to cast votes at meetings of the Executive Committee,
- 5.11.2.** Research and identify potential sponsors aligned with the club's mission and events,
- 5.11.3.** Initiate and maintain communication with new and returning sponsors,
- 5.11.4.** Assist in preparing sponsorship packages and proposals,
- 5.11.5.** Track sponsorship agreements and ensure the fulfilment of sponsor obligations (e.g., logo placements, booths, promotional mentions),
- 5.11.6.** Maintain a database of sponsor contacts and interactions for future continuity,
- 5.11.7.** Collaborate with the VP of External Relations to ensure consistent communication and long-term partnerships.

5.12. Other Executive Members shall:

- 5.12.1.** Carry out tasks aligned with the goals of their subteam (Operations & Administration, Student Engagement, Finance & Funding, External Partnerships, Technology & Development),
- 5.12.2.** Collaborate across subteams to support the club's mission, events, and competitions.

6. Article Six – Elections

6.1. All voting positions on the Executive Committee shall be filled through an annual election.

- 6.2. All voting group members shall be eligible to seek nomination to and cast a ballot for each voting position.
- 6.3. All non-voting group members shall be eligible to seek nomination only for non-voting positions on the Executive Committee.
- 6.4. Non-voting group members shall not be eligible to cast a ballot for any elected position.
- 6.5. The nominee winning the plurality of votes cast in the election for each position shall be deemed the winner.
- 6.6. On the condition that multiple candidates are to be elected for a single position, the nominees winning the largest share of the votes cast shall be deemed the winners until all positions are filled.
- 6.7. The elections must be held in a nonbiased manner. No individual who is seeking election may participate in planning or administering the election.
- 6.8. For all unfilled positions, the remaining officers will share the duties and responsibilities until someone can be found to fulfill the positions(s) through a by-election and vote of simple majority (50% + 1)

7. Article Seven – Finances

- 7.1. The Vice-President of Finance shall keep an active record of income and expenses.
- 7.2. The Vice-President of Finance shall present the group's updates on the group's financial position at annual general meetings.
- 7.3. The Executive Committee must approve all expenditures over \$100.00 through a majority vote at a meeting of the Executive Committee.
- 7.4. The group may not engage in activities that are essentially commercial in nature.
- 7.5. The group will not have as a major activity a function that makes it an on-campus chapter of a commercial organization.
- 7.6. The group will not provide services and goods at a profit when that profit is used for purposes other than those of the group.
- 7.7. The group will not pay salaries to any of its officers.

8. Article Eight – Meetings

- 8.1. The Executive Committee shall meet monthly. The quorum for Executive Committee meetings shall be 50%+1 of the voting members of the Executive Committee.
- 8.2. The group shall hold general meetings at least twice per year to provide the general membership an opportunity to review the group's annual activity plan, financial health, and propose or vote on constitutional amendments.
- 8.3. The Executive Committee must announce the date of a general meeting to the general membership at least two (2) weeks prior to the date of the meeting.

9. Article Nine - Termination of Membership

- 9.1. The Executive Committee may revoke the membership of any member of the club who commits an act negatively affecting the interests of the club and its members, including non-disclosure of a significant or continuing conflict of interest.
- 9.2. A vote to revoke membership must be held at a meeting of the Executive Committee.

- 9.3. A two-thirds majority of the Executive Committee is required to approve any motion to revoke membership.
- 9.4. Any member facing removal shall have the right to appeal the decision of the Executive Committee to the general membership.
- 9.5. In the case of an appeal, a simple majority vote at a meeting of the general membership shall be required to sustain the revocation of membership.
- 9.6. Following a termination of membership, the member will be removed from the club's membership and will lose any privileges associated with being a member of the club.
- 9.7. Executive Committee members are subject to the same termination of membership process as general members.

10. Article Ten – Amendments

- 10.1. All constitutional amendments shall require a 2/3 majority vote to be passed at a general meeting.
- 10.2.** All voting members may propose and vote on amendments to the constitution.
- 10.3.** The Executive Committee shall submit the revised constitution to staff in the Division of Student Life at the University of Toronto within two (2) weeks.
- 10.4.** Amendments to the constitution shall take effect only once the revised constitution has been approved by staff in the Division of Student Life at the University of Toronto.