

THE CONSTITUTION OF THE

AIM (AI, InfoSec, Mentorship)

CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO

2026 - 2027 ACADEMIC YEAR

Article I PREAMBLE

Section 1 Purpose

- A. AIM was established to provide students with mentorship, guidance, and learning opportunities in cybersecurity, artificial intelligence, and information security.
- B. The organization seeks to help students understand and apply cybersecurity frameworks commonly used in the field, including NIST Cybersecurity Framework 2.0, NIST SP 800-53, and other relevant government, industry, and security frameworks. AIM strives to develop technical skills, and prepare for cybersecurity competitions such as the Inland Empire (IE) Mayor Cup, National Cyber League (NCL), National Centers of Academic Excellence in Cybersecurity (NCAE) Cyber Games, and National Collegiate Cyber Defense Competition (CCDC), Global Collegiate Penetration Testing Competition (CPTC), or any other competitions available at the CAE Cyber Competition Atlas Map.

Section 2 **Non-discrimination, Open Membership and Hazing** (*This section must be written exactly as follows for all student groups who are applying for a CSUSB charter.*)

- A. AIM shall never discriminate by race, religion, national origin, ethnicity, color, age, gender, marital status, citizenship, sexual orientation, and/or disability.
- B. AIM membership and leadership must be open to all currently enrolled students at CSUSB, except that a social fraternity or sorority may impose a gender limitation as permitted by Title 5, California Code of Regulations, Section 41500.
- C. Neither the AIM nor its members shall conspire to engage in hazing, participate in hazing, or commit any act that injures, degrades, or disgraces or tends to injure, degrade or disgrace any fellow student or person attending the institution.

Article II

NAME

The official name of the organization shall be AIM: AI, Infosec, and Mentorship. It should be appropriate to the purposes of the club and clearly indicate its aims and objectives and shall be known as AIM throughout the rest of this document (if appropriate).

Article III

MEMBERSHIP

Section 1

Categories of Membership

A. Membership in AIM shall be open to all currently enrolled students at California State University, San Bernardino who are interested in cybersecurity, artificial intelligence, information security, mentorship, government cybersecurity frameworks, and cybersecurity competitions. Associate membership may be open to CSUSB faculty, staff, alumni, and community members who support the purpose of AIM. Associate members may participate in meetings and activities but may not vote or hold elected office.

a. Mentee Member

- i. A Mentee Member is an active member of AIM who is seeking guidance, training, and support in cybersecurity, artificial intelligence, information security, government cybersecurity frameworks, career development, or competition preparation. Mentee Members are expected to participate in meetings, training activities, and approved competitions when available.

b. Mentor Member

- i. A Mentor Member is an active member of AIM who has experience, knowledge, or skills in cybersecurity, artificial intelligence, information security, government frameworks, competitions, career development, or related fields and is willing to support other members. Mentor Members may serve as general mentors or specific niche mentors based on their skills, interests, or competition experience. Mentor Members may assist with workshops, tutoring, competition preparation, professional development, and guidance for Mentee Members. Mentor Members who support competition preparation may choose one or more competitions from the CAE Competition Atlas map or another approved cybersecurity competition resource, including but not limited to IE Mayor's Cyber Cup, NCAE Cyber Games, CCDC, National Cyber League, or other approved cybersecurity competitions. Mentor Members may also help track mentee progress through basic mentorship metrics such as attendance, competition participation, skill development, training progress, and mentorship goals.

c. Associate Member

- i. An Associate Member may be a CSUSB faculty member, staff member, alumnus, community member, or other non-student participant who supports the mission of AIM. Associate Members

may participate in meetings and activities but may not vote or hold elected office. The combined number of non-student members shall not exceed 20 percent of the total membership.

Section 2

Members of AIM are expected to:

- Participate respectfully in meetings, workshops, trainings, competitions, and organization activities.
- Support the mission of AIM in cybersecurity, artificial intelligence, information security, mentorship, and competition preparation.
- Follow the AIM Constitution, organization rules, CSUSB policies, and event rules.
- Help maintain a positive, professional, and inclusive learning environment.

Mentee Members are expected to:

- Attend meetings, trainings, workshops, and mentorship activities when available.
- Actively seek guidance from mentors and officers.
- Communicate with mentors about goals, progress, questions, and challenges.
- Work toward cybersecurity, artificial intelligence, information security, career, or competition preparation goals.
- Participate in competitions such as IE Mayor's Cyber Cup, NCAE Cyber Games, CCDC, National Cyber League, CPTC, or other approved competitions when possible.

Mentor Members are expected to:

- Provide guidance, support, and encouragement to Mentee Members.
- Assist with workshops, tutoring, competition preparation, professional development, and technical skill development when available.
- Choose one or more competitions from the CAE Cyber Competition Atlas Map or another approved competition resource when supporting competition preparation.
- Help track mentee progress through basic mentorship metrics, such as attendance, training progress, competition participation, skill growth, and mentorship goals.
- Communicate clearly and professionally with mentees, officers, advisors, and other members.

Sections 3

Selection of Mentors

Mentor Members shall be selected based on their ability to support the mission of AIM and provide guidance to Mentee Members. A member interested in becoming a Mentor Member must submit a mentor interest form and meet with the Cabinet, advisor, or approved mentor selection committee before being approved.

Mentor Members are not required to be experts in every area of cybersecurity, artificial intelligence, information security, career development, or competition preparation. Mentors may be approved based on specific strengths, including technical skills, competition experience, cybersecurity framework knowledge, resume and career guidance,

professional development experience, leadership experience, or previous involvement in cybersecurity-related organizations.

To be considered for a mentor role, the member should meet the following expectations:

- Be in good academic standing with CSUSB.
- Meet any GPA requirement established by AIM.
- Show proof of cybersecurity knowledge, technical ability, career development experience, competition experience, or understanding of the CSUSB cyber program.
- Complete an in-person or virtual meeting with the Cabinet, advisor, or approved mentor selection committee.
- Identify whether they will serve as a general mentor, technical mentor, career mentor, competition mentor, framework mentor, or another approved mentor category.
- If the member is a transfer student, they may provide proof of previous cybersecurity club involvement, competition participation, coursework, projects, certifications, work experience, or other relevant experience.

Final approval of Mentor Members shall be based on the needs of AIM, the member's qualifications, the member's ability to support mentees, and the recommendation of the Cabinet and advisor.

Section 4

Categories of Mentors

Mentor Members may be categorized based on their skills, experience, and ability to support Mentee Members. A Mentor Member may serve in more than one category if they meet the expectations for that area. Mentor categories may include, but are not limited to:

- Technical Mentor: Supports mentees with hands-on cybersecurity, artificial intelligence, information security, labs, tools, technical concepts, and skill development.
- Competition Mentor: Supports mentees preparing for competitions such as IE Mayor's Cyber Cup, NCAE Cyber Games, CCDC, National Cyber League, CPTC, or competitions listed in the CAE Cyber Competition Atlas Map.
- Framework Mentor: Supports mentees with cybersecurity frameworks, standards, and compliance concepts, including NIST Cybersecurity Framework 2.0, NIST SP 800-53, and other government, industry, or security frameworks.
- Career Mentor: Supports mentees with resumes, interviews, internships, career planning, networking, professional communication, and cybersecurity career pathways.
- Research Mentor: Supports mentees with cybersecurity or artificial intelligence research, project planning, technical writing, presentations, and academic or professional development.

- General Mentor: Supports mentees with broad guidance, organization involvement, beginner questions, study planning, and connecting members to the right resources or mentor category.

Mentor categories shall be determined through the mentor selection process based on the mentor's experience, interests, qualifications, and the needs of AIM. A mentor does not need to be an expert in every area to serve as a Mentor Member.

Section 5

Transfer of Mentees

A mentee member may request to switch mentors if the current mentorship match does not meet the mentee's academic, technical, career, competition, or professional development needs. The mentee must submit a request to the Cabinet.

Requests may be based on scheduling conflicts, change in learning goals, competition focus, communication issues, mentor availability, or another appropriate reason. The request shall be reviewed respectfully and privately. The Cabinet shall meet with the mentee when needed and determine whether reassignment is appropriate.

If approved, the mentee shall be reassigned to another available Mentor Member whose skills, focus area, and availability better match the mentee's goals. Mentor changes shall not be used to punish, embarrass, or retaliate against any member. All mentor reassignment decisions shall support the mission of AIM and the growth of the mentee.

Section 6

Mentor or Mentee Withdrawal

If a Mentor Member drops, resigns, becomes inactive, or is unable to continue mentoring, the mentor shall notify the Cabinet as soon as possible. The Cabinet shall review the mentor's assigned mentees and reassign them to another available Mentor Member whose skills, focus area, and availability best match the mentees' goals. If no immediate mentor is available, the Cabinet may temporarily assign the mentee to a general mentor, officer, or group mentorship format until a permanent mentor is selected.

If a Mentee Member drops, resigns, becomes inactive, or no longer wishes to participate in mentorship, the mentee should notify their mentor or the Cabinet as soon as possible. The mentor shall inform the Cabinet so AIM can update mentorship records and adjust mentor assignments.

A mentor or mentee may be considered inactive if they repeatedly fail to attend scheduled mentorship meetings, do not communicate with their assigned mentor or mentee, or do not participate in agreed-upon mentorship activities without notice. Before a reassignment is made due to inactivity, the Cabinet shall make a reasonable attempt to contact the inactive member.

All mentor or mentee withdrawal and reassignment decisions shall be handled respectfully and privately. Reassignment decisions shall support the mission of AIM, the needs of the mentee, and the availability of Mentor Members.

Section 9 Requirements

To become and remain a member of AIM, an eligible person must express interest in joining the organization, participate in organization meetings or activities, and follow the Constitution, bylaws, rules, and expectations of the organization. Members are expected to participate respectfully, support the mission of AIM, communicate with officers or mentors when needed, and maintain good standing with California State University, San Bernardino.

Members are expected to actively engage in mentorship, training, workshops, and skill-building activities offered by AIM. Members assigned to a mentor are expected to participate in weekly mentor meetings when available, communicate their goals and progress, and make a reasonable effort to complete agreed-upon mentorship activities.

Members are also expected to participate in cybersecurity, artificial intelligence, or information security competitions when available and appropriate to their skill level. These competitions may include, but are not limited to, the IE Mayor's Cyber Cup, NCAE Cyber Games, CCDC, National Cyber League, CPTC, or other approved competitions. Participation expectations may vary based on member role, availability, experience level, and competition requirements.

Article IV CABINET

Section 1 President Vice-President Treasurer Secretary

Section 2 Duties

A. President

The President shall preside over organization meetings and functions. The President shall serve as the main point of contact for AIM and shall maintain communication with the organization advisor, faculty, campus departments, and outside partners when necessary. The President shall set the vision and tone for the organization's activities. The President shall sign paperwork when necessary and shall help oversee projects, cybersecurity competitions, mentorship activities, tutoring, workshops, and membership development. The President may delegate tasks outside of established cabinet duties when necessary to support organization operations, events, competitions, and special projects.

B. Vice President

The Vice President shall preside over organization meetings and functions in the absence of the President. Decisions made during this time shall follow the established goals, mission, and

direction of AIM. The Vice President shall assist the President with delegated projects, cybersecurity competitions, mentorship activities, tutoring, workshops, and membership development. The Vice President shall help coordinate organization activities and support communication between officers and members.

In the event that both the President and Vice President are unavailable, authority to preside over organization meetings and functions shall temporarily pass to the Treasurer, followed by the Secretary if the Treasurer is also unavailable. Any temporary cabinet presiding over a meeting shall only conduct necessary organization business and shall follow the Constitution, established decisions of the Executive Board, and the mission of AIM.

C. Treasurer

The Treasurer shall help lead AIM's financial planning by researching and proposing funding ideas, fundraising opportunities, sponsorships, grants, and budget requests that support AIM events, competitions, workshops, travel, certifications, training, and member development.

The Cabinet may also propose funding ideas, fundraising opportunities, sponsorships, grants, and budget requests that support the mission of AIM. All funding ideas and financial requests must be reviewed by the Treasurer and approved by the appropriate Cabinet process and organization advisor before funds are collected, requested, spent, or reimbursed.

D. Secretary

The Secretary shall take meeting notes and minutes at all organization and cabinet meetings. The use of AI software to assist with meeting notes, summaries, task tracking, and record organization shall be mandatory when appropriate and approved by the organization. The Secretary shall maintain the membership list, manage organization records, and help organize information resources and cloud storage. The Secretary shall manage Canvas, event calendars, and the organization's social media platforms. The Secretary shall assist other officers when needed and may help with professional development workshops, outreach activities, mentorship activities, and communication with members.

Section 3

Treasury Accountability and Funding Expectations

- The Treasurer must follow all CSUSB club banking and cash handling rules.
- The Treasurer must ensure all club funds are deposited into the official club bank account.
- The Treasurer shall not deposit club funds into any personal bank account.
- The Treasurer must keep receipts, tracking sheets, deposit records, and financial documents.
- The Treasurer must report all income, spending, deposits, reimbursements, and CAB funds to the President and membership.
- The Treasurer must submit deposit forms and funds to the proper CSUSB office in a timely manner.
- The Treasurer must keep collected funds in a safe location, such as a lock box or money bag, until deposited.
- The Treasurer must have two club officers present for deposits of \$250 or more.
- The Treasurer must request a CSUSB police escort for deposits over \$2,500 when required.

- Failure to follow CSUSB financial rules, cash handling rules, or AIM financial procedures may result in removal from office.

Article V

Officers

Section 1

Statistician Officer
Outreach Officer
Social Media Officer
Infrastructure Officer
Web Officer

Section 2

Duties

A. Statistician Officer

The Statistician Officer shall collect, organize, and maintain data related to AIM membership, attendance, mentorship participation, competition participation, workshops, events, and member progress. The Statistician Officer shall assist with tracking mentorship metrics, preparing reports for the Cabinet, and identifying trends that help improve AIM programs and activities. The Statistician Officer shall protect member privacy and only share data with the Cabinet, advisors, or university staff when appropriate.

B. Outreach Officer

The Outreach Officer shall support AIM by building relationships with students, faculty, campus departments, alumni, community partners, and cybersecurity-related organizations. The Outreach Officer shall assist with recruiting new members, promoting AIM events, coordinating outreach activities, and identifying opportunities for partnerships, guest speakers, workshops, competitions, and professional development. The Outreach Officer shall represent AIM professionally and in alignment with the organization's mission.

C. Social Media Officer

The Social Media Officer shall manage AIM's approved social media platforms and assist with public communication for the organization. The Social Media Officer shall create, schedule, and post approved content related to meetings, workshops, competitions, events, reminders, achievements, and organization updates. The Social Media Officer shall coordinate with the President, Secretary, and Outreach Officer to ensure posts are accurate, professional, and consistent with AIM's mission and CSUSB policies.

D. Infrastructure Officer

The Infrastructure Officer shall assist with maintaining AIM's technical resources, lab environments, competition systems, training platforms, equipment, and other infrastructure used for organization activities. The Infrastructure Officer shall help prepare technical environments for workshops, tutoring, cybersecurity competitions, and hands-on learning. The Infrastructure Officer shall follow CSUSB policies, security rules, and approved procedures when managing technical systems or resources.

E. Web Officer

The Web Officer shall maintain AIM's website or approved web presence. The Web Officer shall update website content, event information, officer information, resources, announcements, and other approved materials. The Web Officer shall coordinate with the President, Secretary, Social Media Officer, and Infrastructure Officer to ensure web content is accurate, secure, professional, and aligned with AIM's mission and CSUSB policies.

Section 2 Time of Election

Cabinet elections for AIM shall be held annually during the month of May. The nomination process shall begin during the month of April. Cabinet shall announce the nomination period, the deadline to submit candidacy forms, and the election date at least two weeks before the election. Newly elected officers shall serve for the following academic year.

Section 3 Procedures

Cabinet elections for AIM shall be conducted through the official CSUSB ASI voting platform in Coyote Connection. Voting shall be managed through CSUSB or ASI to promote a fair and transparent election process. Each eligible voting member shall use their individual university account to cast their ballot. Ballots shall not be collected, stored, or controlled by individual AIM officers or candidates.

Officers shall be elected by a plurality vote, meaning the candidate who receives the highest number of votes for each position shall be elected. Voting shall be conducted by ballot, and each eligible member may vote only once for each cabinet position. Only currently enrolled CSUSB student members in good standing may vote in cabinet elections.

In the event of an election tie-breaker, the advisor will decide between the top two candidates.

Section 4 Assumption of Office

Newly elected cabinet shall assume office at the beginning of the next academic school year following the election. Cabinet shall serve for one academic year and shall remain in office until the end of that academic year or until their successors are elected and assume office.

Section 5 Vacancies

If an officer resigns, is removed, or is unable or unwilling to continue serving in office, the current Cabinet shall recommend an eligible student member to fill the vacant position. The recommended student must meet all CSUSB and AIM eligibility requirements for the position.

Before being appointed, the recommended student must meet with the advisor to determine whether the student is appropriate for the position and understands the duties of the office. After the advisor meeting, the current Cabinet shall vote on whether to approve the

recommended student for the vacant office. Approval shall require a majority vote of the current Cabinet. In the event of a tie, the organization advisor shall serve as the tiebreaker.

If the office of President becomes vacant, the Vice President shall serve as interim President until the vacancy process is completed. If the President is temporarily unable or unavailable to perform the duties of the office, the Vice President shall assume the President's duties until the President is able to return. If a critical decision must be made while the President is unavailable, the Vice President shall have authority to act on behalf of the President, provided that the decision follows AIM's Constitution, established goals, and the best interests of the organization.

If both the President and Vice President are temporarily unavailable due to work, class, emergency, scheduling conflicts, or another reasonable circumstance, the chain of command shall proceed to the Treasurer, then the Secretary, and then another Cabinet officer selected by the Cabinet if needed. The cabinet acting under the chain of command may preside over meetings, communicate on behalf of AIM, and make time-sensitive decisions necessary for organization operations. Any decision made under the chain of command must follow AIM's Constitution, established goals, approved plans, CSUSB policies, and the best interests of the organization. The acting cabinet shall inform the President and Vice President of any decisions made as soon as possible.

Section 6 Impeachment

A cabinet member may be subject to impeachment if the cabinet fails to fulfill the duties of the position, violates the Constitution or rules of AIM, engages in misconduct, abuses the authority of the position, or acts in a way that harms the organization.

Concerns that may lead to impeachment include, but are not limited to:

- Failure to perform assigned cabinet duties.
- Repeated absence from required meetings, events, or cabinet responsibilities without communication.
- Misuse of organization funds, resources, accounts, platforms, or property.
- Failure to follow CSUSB financial, cash handling, or club banking procedures.
- Acting outside the authority of the cabinet position.
- Making unauthorized decisions on behalf of AIM.
- Misrepresentation of AIM, CSUSB, the advisor, or the Cabinet.
- Violation of the AIM Constitution, bylaws, rules, or approved procedures.
- Violation of CSUSB policies, student conduct standards, or event rules.
- Harassment, discrimination, hazing, bullying, retaliation, or threatening behavior.
- Dishonesty, falsification of records, hiding information, or failure to maintain required records.
- Conflict of interest or use of the cabinet's position for personal benefit.
- Behavior that damages the reputation, safety, operations, or mission of AIM.

The impeachment process may begin when a written concern is submitted to the Cabinet or the organization advisor. The cabinet in question shall be notified of the concern and

allowed to respond before any vote is taken. The Cabinet shall meet to discuss the concern and determine whether impeachment should proceed.

Removal from office shall require a majority vote of the current Cabinet, not including the cabinet being considered for impeachment. In the event of a tie, the organization advisor shall serve as the tie breaker. If the cabinet is removed, the vacant position shall be filled according to the vacancy procedure stated in this Constitution.

The organization advisor may review and void any Cabinet decision that violates AIM's Constitution, CSUSB policies, university procedures, approved financial rules, or the best interests and safety of the organization.

Article VI MEETINGS

Section 1 Quorum

A quorum for AIM shall consist of a majority of the active voting members present at a regular or special meeting. A quorum must be present in order for AIM to conduct official business, including voting on organization matters.

Section 2 Schedule

Regular meetings of AIM shall be held during the academic year on a schedule determined by the cabinet. Meetings may take place in JB-122, through Zoom, or through another approved location or virtual platform. The meeting format and location shall be decided by the cabinet before the meeting and communicated to members in advance.

Special meetings may be called by the President, cabinet, or the organization advisor when necessary. Members shall be notified of regular and special meetings through approved communication methods, such as email, Canvas, social media, group messaging platforms, or other organization communication channels. A quorum must be present at all special meetings, and only the business for which the special meeting was called may be conducted.

Section 3 Constitution Availability

A physical copy of the AIM Constitution shall remain available in the club room or regular meeting space at all times when the space is being used by the organization. A digital copy may also be made available through Canvas, email, or another approved organization platform so members can access the Constitution when needed.

Article VII FINANCES

Section 1 Banking

Banking for this Organization shall be administered through on-campus banking through the CSUSB Accounting Office. Organization funds shall be managed only through the banking services approved by CSUSB. No Organization funds shall be deposited into or managed through any personal bank account belonging to a member, officer, advisor, or any other individual.

The Treasurer shall be responsible for maintaining accurate financial records and ensuring that deposits, reimbursements, disbursements, and other financial matters are handled according to CSUSB policies and procedures. Trust Fact Sheets shall be updated annually or whenever the Financially Responsible Cabinet is changed.

If the Treasurer or any cabinet is unsure how to properly handle a financial matter, they shall seek guidance from an appropriate CSUSB office, Student Financial Services, the Office of Student Engagement, or the Organization advisor before taking action.

Section 2 Dues

The standard membership fee for this Organization shall be determined during the first month of the fall semester by the elected cabinet and shall apply for the entire academic year. The membership fee may be collected as a flat fee for the academic year or may be prorated by academic semester.

The Organization may establish initiation fees, special event fees, fundraiser costs, or other special fees when necessary. Any such fee must be discussed with cabinet, and Organization advisor before implementation. All fees collected by the Organization shall be deposited into the Organization's official on-campus club account.

In special circumstances, a member's fee may be reduced or waived altogether if supported by a majority vote of the elected officers.

The organization advisor shall have final approval over any dues, fee reductions, fee waivers, or special fee decisions.

Section 3 Dispersal of Funds

Organization funds shall be used only for purposes that support the mission, activities, events, operations, and approved business of the Organization. No appointed or elected cabinet of the Organization shall receive financial compensation for services rendered to or on behalf of the Organization, except for approved reimbursement of personal expenses incurred on behalf of the Organization.

All disbursements over \$500 shall require majority vote approval of the Organization. All disbursements, reimbursements, deposits, and financial transactions must be properly documented by the Treasurer and must follow CSUSB financial procedures.

Organization funds shall not be used to purchase or reimburse members for alcoholic beverages.

Section 4 Funding

In the event that the Organization consists of zero paid members or does not become active for a period of two consecutive years, any remaining assets in the Organization's account shall be transferred to the Cybersecurity Center for Cyber and AI, located at California State University, San Bernardino, 5500 University Parkway, San Bernardino, CA 92407, Office JB-282.

If transfer to the Center for Cyber and AI is not available or permitted, the remaining funds may be transferred to the Associated Students Club Allocation Budget, the Associated Students General Fund, or another university-approved organization or fund, as permitted by CSUSB policy.

All funding ideas, fundraising activities, sponsorships, donation requests, grant requests, or major financial plans must be discussed with the Organization advisor and Cabinet before action is taken. The Treasurer and President shall be involved in all major funding discussions.

No cabinet or member may commit the Organization to a financial agreement, fundraising activity, sponsorship arrangement, or spending obligation without consultation with the Cabinet and Organization advisor. All funding actions must support the mission of the Organization and comply with CSUSB policies and procedures.

Section 5

Funding Proposals

Active AIM members may submit funding proposals to request financial support for certifications, training, educational resources, competitions, conferences, events, or other opportunities that support the mission of AIM. Funding proposals must explain the purpose of the request, the estimated cost, how the opportunity supports the member's development, and how it benefits AIM or the broader organization membership.

Funding proposals shall be reviewed by Cabinet, and Advisor. Final approval of all funding proposals must be granted by the advisor before any funds are requested, collected, spent, or reimbursed. Approval of funding requests shall depend on available funds, CSUSB policies, organization priorities, and the educational value of the request.

No funding shall be guaranteed, and no member shall spend money expecting reimbursement unless the request has been approved in advance through the proper AIM and CSUSB process. Members who receive funding may be required to share what they learned with AIM through a workshop, presentation, written summary, training session, or other approved contribution to the organization.

Article VIII CONSTITUTION AMENDMENTS

It is encouraged that constitutional amendments be proposed as often as necessary to maintain the currency and relevancy of this Constitution. A constitutional amendment may add, remove, or alter any portion of this Constitution.

Before a vote can take place on a proposed constitutional amendment, notice of at least seven days must be given to all Cabinet members and Organization advisors. The full text of the proposed amendment, the current Constitution, and the version of the Constitution that would be changed must be made freely available to all Cabinet members and Organization advisors through the Organization's official digital communication or document platform. When practical, a physical copy of the most current Constitution shall also be maintained in JB122 or another regular meeting location for member review.

The vote must take place at a regular or special meeting of the Organization. Only Cabinet members, consisting of the President, Vice President, Treasurer, and Secretary, may vote on constitutional amendments. If at least two-thirds of Cabinet members vote in favor of the amendment, and the amendment receives approval from the Organization advisor, it shall pass. In the event of a tie, the Organization advisor shall serve as the tie-breaker.

Once passed, the amendment shall be incorporated into the Constitution. The updated Constitution shall be provided to all Organization advisors and the Office of Student Engagement at California State University, San Bernardino within two weeks after adoption.

Article IX ADVISOR (optional)

Advisor Responsibilities

- Submit the Advisor Agreement Form through Coyote Connection as required by the University.
- Attend an Advisor Orientation Session once per year, or as otherwise required by the Office of Student Engagement.
- Become familiar with University policies and procedures that apply to student organizations, including the Clubs and Organizations Handbook, the Advisor Agreement, event policies, financial procedures, risk management expectations, and standards of student conduct.
- Serve as a liaison between the Organization, the Office of Student Engagement, and the University when necessary.
- Assist student officers with maintaining accurate Organization records, including officer records, membership records, meeting minutes, event documentation, financial documentation, and other required club materials.
- Review and advise on official Organization paperwork, event submissions, funding requests, publicity, and official correspondence when appropriate or required by University policy.
- Inform the membership and officers of University policies concerning risk management, liability, event safety, financial responsibility, and expected behavior while representing CSUSB.
- Attend and provide adequate supervision at major events, activities, or other Organization-sponsored programs when required by the Office of Student Engagement or University policy. This responsibility may be shared with a designated CSUSB faculty or professional staff representative when permitted by University policy.

- Provide guidance to student officers regarding the planning of meetings, programs, events, fundraising activities, and long-term Organization goals.
- Assist in verifying financial transactions, deposits, handling of club funds, and financial record keeping in accordance with CSUSB procedures. The advisor shall not personally control Organization funds but may provide oversight, guidance, and required approvals consistent with University policy.
- Inform the Office of Student Engagement if there is a change in the advisor's status as a University employee or Organization advisor.
- Contact the Office of Student Engagement for advisor training, policy clarification, or additional assistance when needed.

Article X

Affiliation

AI, Infosec, and Mentorship (AIM) is associated with CSUSB's Center for Cyber and AI

Article XI

Harassment Policy

Section 1. Prohibition.

AIM prohibits harassment, sexual misconduct, discrimination, hazing, bullying, retaliation, intimidation, threatening behavior, and any other conduct that creates an unsafe, hostile, or exclusionary environment for any member, officer, participant, guest, or applicant for membership.

AIM shall comply with the CSU Nondiscrimination Policy, CSUSB policies, the CSUSB Standards for Student Conduct, the Student Club and Organization Handbook, and all applicable local, state, and federal laws. AIM and its members may be held responsible for misconduct that is encouraged, permitted, assisted, sponsored, sanctioned, participated in, or condoned by the organization.

The President is responsible for ensuring that this policy is communicated to all officers, members, and new members and that the organization follows this policy.

Section 2. Support and Reporting.

AIM does not investigate, decide, or adjudicate allegations of harassment, sexual misconduct, discrimination, hazing, retaliation, threats, or other serious misconduct. These matters must be handled through the appropriate CSUSB process.

A member who is unsure, hesitant, or wants to understand their options before taking action is encouraged to contact a confidential campus resource, including CSUSB Survivor Advocacy Services or Counseling and Psychological Services, also known as CAPS. These resources may provide support and discuss options without automatically starting a formal university process.

Members should understand that AIM officers, Cabinet members, and the faculty or staff Advisor are not confidential resources. If an officer, Cabinet member, or Advisor receives information about conduct prohibited by this policy, they may be required to report the

matter to the CSUSB Title IX Coordinator/DHR Administrator or another appropriate university office.

Any member may report directly to the CSUSB Title IX Coordinator/DHR Administrator through the Office of Civil Rights & Title IX, the Office of Student Leadership and Engagement, also known as OSLE, and/or University Police.

Section 3. Resolution.

All matters arising under this policy shall be resolved exclusively under the applicable university procedures and, when appropriate, the Student Organization Discipline Process administered by OSLE.

Misconduct may also be reviewed by the Office of Student Conduct, the Title IX Coordinator/DHR Administrator, University Police, or another appropriate university office, depending on the nature of the incident. Members and officers shall cooperate with any university process.

AIM shall not replace, interfere with, or privately handle matters that must be reviewed through university procedures. When appropriate and consistent with CSUSB policy, OSLE procedures, and university direction, AIM may take temporary or final organizational action related to membership, participation, or cabinet status. Such action may include limiting participation in activities, restricting organization privileges, requiring training, removing a person from an cabinet position, suspending membership privileges, or revoking membership.

Section 4. Role of the Advisor.

The faculty or staff Advisor may help members understand this policy, direct members to appropriate campus resources, and assist in resolving ordinary disputes within the organization.

The Advisor does not investigate, decide, or adjudicate allegations of harassment, sexual misconduct, discrimination, hazing, retaliation, threats, or other serious misconduct. Such matters are handled exclusively through the confidential resources and university procedures described in Sections 2 and 3.

[Link of the Student Club and Organization Handbook](#)

By-Laws

This section includes more detailed provisions as well as those unique to the Organization. Procedures to amend by-laws should be less difficult than amending the Constitution. Normally, a majority vote is required after the change has been discussed at one meeting.

Signature: 