



Queen's Capture The Flag

Queen's Capture The Flag: Constitution

Article I: Name

The name of this conference shall be Queen's Capture The Flag, hereafter referred to as QCTF. It shall be a Queen's student conference located on Queen's University campus.

Article II: Objectives and Mission Statement

The objectives of the conference are:

- a. To host a cybersecurity "Jeopardy Style" capture the flag competition, open to all students of Queen's University.
- b. Showcase the problem solving, innovation, and creativity of Queen's students.
- c. Provide a space for participants to learn and practice skills seldom taught in academia or other extracurricular events.
- d. Provide networking opportunities within the software industry for Queen's students.
- e. The activities of the conference shall be carried out with no intention of personal financial gain; all profits, grants, membership fees, and accretions shall be used uniquely for carrying out the conference's objectives.

QCTF's mission statement is as follows: Encourage learning, problem solving, and teamwork within the Queen's Community.

Article III: Affiliation with the Queen's Engineering Society

The constitution of the Engineering Society and the Queen's University Code of Conduct shall take precedence over this constitution.

Article IV: Membership

Full members of the conference shall consist of any student or faculty member of Queen's University and those interested from the Kingston community.

Article V: Structure of the Executive Committee

1. The Executive Officers shall consist of 8 people: Chair(s) (2), Director(s) of Challenges (2), Treasurer, Director of Platform, Director of Sponsorship, and Director of Promotion.
2. The Executive Members shall have such powers and duties as are assigned to them by this constitution and as may be delegated to them by resolution of the Executive Committee.
3. The Executive Committee shall serve as such without remuneration, and no Officers shall directly or indirectly receive any profits from their positions as such.
4. The quorum of the Executive Committee shall be four of its Officers, one of whom must be the Chairperson or Alternate Chairperson; voting shall consist of a simple majority of those present.
5. The Executive Committee may create special sub-committees. At least one Executive Officer shall sit on any such committee.
6. The term of office of all Officers shall end on the 30th day of April each year.

Article VI: Duties of the Executive Officers

1. Chair(s): The Chair(s) shall
 - a. Officially represent Queen's Capture the Flag
 - b. Be responsible ex-officio for all public relations of Queen's Capture the Flag
 - c. Preside at all executive and general meetings
 - d. Coordinate all activities of Queen's Capture the Flag
 - e. Coordinate all subcommittees
 - f. Be responsible for all correspondence
 - g. Submit a written report to the Director of Conferences as required outlining the projected budget and conference activity plan for the continuing year
 - h. Submit a written report to the Director of Conferences in April of each year summarizing the events put on by the conference in the past year. A revised budget shall be included, containing the projected budget and actuals
 - i. Assist the other executive officers in their duties
2. Director(s) of Challenges: The Director(s) of Challenges shall
 - a. Coordinate the creation, editing and testing of challenges for the ctf competition

- b. Be responsible for compiling, editing and providing feedback on challenges
 - c. Be responsible for orchestrating the support of challenges during the competition
 - d. To coordinate with the Director of Platform and the Treasurer to facilitate challenge operations
 - e. Assist the other executive officers in their duties
3. Treasurer: Treasurer
- a. Be the financial officer
 - b. Maintain all financial records and receive all money due to QCTF
 - c. Make a final report to the QCTF executive at the end of their term of office
 - d. Propose an estimated budget in September for the following season's projects
 - e. Sign all cheques of QCTF with permission of the Executive Committee
 - f. Assist in writing reports to the Director of Conferences
 - g. Assist the other executive officers in their duties
4. Director of Platform: The Director of Platform shall
- a. Be responsible for the technical infrastructure required to run the event
 - b. Be responsible for other technical areas of QCTF, such as the website
 - c. Assist the other executive officers in their duties
5. Director of Sponsorships: The Director of Sponsorships shall
- a. Be responsible for communicating with the sponsorship partners
 - b. Be responsible for all publicity and press release of all events sponsored by QCTF
 - c. Be responsible for the contents of QCTF's social media, in conjunction with the Director of Promotion.
 - d. Ensure necessary funds are available to run a successful event
 - e. Present the team to corporate sponsors
 - f. Apply for in kind sponsors
 - g. Assist the other executive officers in their duties
6. Director of Promotion: The Director of Promotion shall
- a. Be responsible for promoting all QCTF events
 - b. Be responsible for all promotional materials and content created for QCTF
 - c. Be responsible for the contents of QCTF's social media, in conjunction with the Director of Sponsorships.
 - d. Assist the other executive officers in their duties

Article VII: Duties of the Executive Committee

The Executive Committee shall:

1. Hold its first meeting before September and thereafter every one to two weeks as deemed necessary
2. Carry on the business of the QCTF within the limitations of this constitution and its bylaws and the EngSoc Policy and ByLaw Manual

3. Regularly seek the wishes of QCTF members and always strive to honour them faithfully

Article VIII: Provisions for the Constitution of Queen's Capture the Flag

1. Hiring Process:
 - a. Executive officers are to be hired in September and March for each season
 - b. All applicants are to be notified of their interview at least two days prior to it to ensure there is sufficient time to prepare
 - c. The interview will be conducted with at least one Chair present and 2 other QCTF Executive Committee members that have positions relating to that being interviewed for
 - d. Candidates need a majority vote from the three interviewers to be hired
2. Impeachment:
 - a. The Chair or any Officer/member of the Executive may be removed from Office subject to the following conditions:
 - i. A majority vote by the Executive Officers
 - ii. A veto decision by the Engineering Society Assembly
3. Executive Committee Transitions:
 - a. The newly elected Executive Officers shall request the serving Executive for all files, account credentials, and bank accounts of QCTF before the 30th of April.
4. Financial Records:
 - a. All funds for QCTF shall be held in the 'Bank of EngSoc'
 - b. A record of all QCTF related expenses shall be kept and submitted to the Engineering Society annually.
 - c. Financial records shall be in accordance with Section 0.C and μ.A.6 of the Engineering Society policy manual.

Article IX: Amendments

The constitution shall be reviewed annually and any amendments shall be immediately presented to the Engineering Society for approval.

Article X: QCTF Summary

The Queen's Capture the Flag is an annual event that allows Queen's University students interested in cybersecurity and other related fields in computing and information technology to learn technical skills through a friendly competition. This practical experience will encourage students to learn skills they wouldn't acquire in an academic setting.

