

THE CONSTITUTION OF THE CHANTICLEER INTELLIGENCE BRIEF

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ARTICLE A – NAME AND PURPOSE

Section 1: Name of the Organization

- i. The name of the organization shall be “The Chanticleer Intelligence Brief” and it is known by the initials “CIB”.
- ii. The name of the organization cannot be altered without the unanimous consent of the Executive Team and the faculty sponsor.

Section 2: Parent Agency and Sponsor

- i. The CIB is a pre-professional organization that operates under the auspices of the Intelligence and National Security Studies program of the Department of Politics at Coastal Carolina University (CCU).
- ii. The CIB is funded by the Thomas W. and Robin W. Edwards College of Humanities and Fine Arts at CCU.
- iii. In addition to funding received from CCU, the CIB raises funds directly from its members through membership subscriptions, and from members of the community through periodic fundraisers.

Section 3: Purpose of the Organization

- i. To train aspiring professionals in accordance with the tradecraft of the intelligence profession, including oral and written briefing conventions.
- ii. To provide aspiring intelligence professionals with opportunities to develop their area-specialization and deepen their geopolitical and topical knowledge through research, analysis and constructive debate.
- iii. To identify biases in its members and replace them with the principles of analytical tradecraft, aimed at refining the art of producing well-researched, factual and impartial analytical products.
- iv. To promote and cultivate among its members an interest in current affairs and their future significance.
- v. To provide its members with opportunities to develop their leadership, team-building and networking skills.
- vi. To instill among its members the values of personal integrity, mutual respect, loyalty, fidelity, judgment and discretion.

ARTICLE B – MEMBERSHIP

Section 1: Eligibility.

- i. Membership to the CIB is open to all students of CCU, whether full time or part time, irrespective of area of study.
- ii. Non-CCU students can join the CIB as honorary members with the unanimous consent of the Executive Team and the faculty sponsor.

Section 2: Membership Levels.

- i. All CIB memberships are renewed every semester. There are four tiers of CIB memberships.
- ii. **Tier 1, Recruit** – Members of the CIB must be in good financial standing with the organization and attend at least 50 percent of all organizational meetings during a regular academic semester.
- iii. **Tier 2, Analyst** – Analysts of the CIB must be in good financial standing with the organization, attend at least 50 percent of all organizational meetings during a regular academic semester, and consistently pursue a topic of specialization during a regular academic semester. Analysts may also serve in the position of Deputy Head of Desk if invited to do so by the CIB. Analysts who are serving as Deputy Heads of Desk may attend CIB executive meetings on a voluntary basis, but have no voting power.
- iv. **Tier 3, Senior Analyst** – Senior Analysts of the CIB must attend or have previously attended at least 50 percent of all organizational meetings during a regular academic semester, be in good financial standing with

the organization, and be enrolled in the one-credit INTEL 451 – Applied Intelligence Analysis course. Senior Analysts may also serve in the position of Head of Desk or Deputy Head of Desk if invited to do so by the CIB. Senior Analysts who are serving as Deputy Heads of Desk may attend CIB executive meetings on a voluntary basis, but have no voting power. Senior Analysts may be elected by their peers to serve as Heads of Section.

v. Tier 4, Executive Officers – Executive Officers of the CIB must be in good financial standing with the organization, must attend 100 percent of organizational and 100 percent of executive meetings during their tenure (unless excused by the Faculty Mentor), and be enrolled in, or have successfully completed, the one-credit *INTEL 451 – Applied Intelligence Analysis* course.

Section 3: Standards of Conduct, Disciplinary Measures and Dismissal

- i.** All CIB Members, regardless of level, are bound by the most recent version of the *Coastal Carolina University Code of Student Conduct* and the *CIB Code of Conduct*.
- ii.** All CIB Executive Officers are bound by the *CIB Confidentiality Agreement* by virtue of accepting to serve in the CIB Executive Team.
- iii.** Executive Officers are automatically dismissed from their post, and potentially from the CIB as a whole, if they fail to abide by the *CIB Confidentiality Agreement* and *Acknowledgement of Responsibilities* on more than one occasion. They may also be dismissed from their post, and potentially from CIB as a whole, upon a single infraction of the *CIB Confidentiality Agreement* or the *Acknowledgement of Responsibilities*.
- iv.** Executive Officers are automatically dismissed from their post, and potentially from the CIB as a whole, if they miss two consecutive executive or membership meetings without having given prior notification. This number does not include excused absences, such as absences caused by medical emergencies involving the Executive Officer or their immediate family, mandatory CCU classes, or mandatory CCU-sponsored events.
- v.** An Executive Officer may receive an official excuse if prior notification is provided, in writing, to the Executive Director or Faculty Mentor no later than two hours before an official CIB event.
- vi.** Failure by an Executive Officer to meet constitutional responsibilities on two occasions will result in a private meeting between the Executive Officer and the CIB Executive Director, during which a cautionary verbal warning will be delivered to the Executive Officer.
- vii.** Failure to comply with the stipulations expressed in the aforementioned verbal warning, will result in the Executive Officer's actions being reviewed by the CIB Faculty Mentor.
- viii.** Following consultation between the CIB Faculty Mentor and the Executive Director, the infringing Executive Officer may be dismissed from the Executive Team or from the CIB as a whole.

ARTICLE C – EXECUTIVE OFFICERS AND THEIR RESPONSIBILITIES

Section 1: Executive Officer Titles

- i.** Executive Officers will form an Executive Team consisting of: Executive Director; Chief Operations Officer; Finance Officer; Communications Officer; Recruitment Officer; Records Officer; External Relations Officer, Counterintelligence Officer; Special Initiatives Officer; Logistics Officer; Membership Officer; Honorary Officer; Faculty Mentor (*ex officio*).
- ii.** All members of the Executive Team are directly supervised by, and accountable to, the Executive Director.
- iii.** The Executive Director is directly supervised by, and is accountable to, the Faculty Mentor.
- iv.** The Executive Director, the External Relations Officers and the Counterintelligence Officers serve at the discretion of the CIB Faculty Mentor.
- v.** All Executive Officers are called to monitor the behavior, professional progress and general wellbeing of their desk Members.

Section 2: Regular Appointments and Term Lengths

- i. Executive Officers are elected or appointed to serve for a minimum of one regular academic year and a maximum of two regular academic years in the same post.
- ii. Following the end of the two regular academic years, Executive Officers may serve at a different executive post, should they wish to do so.
- iii. Exceptions to the terms stipulated in this section can be made with the unanimous approval of the Executive Team and the CIB Faculty Mentor.
- iv. Honorary Officers serve on a per-semester basis. Their tenure can be extended indefinitely by unanimous decision of the Executive Team and the CIB Faculty Mentor.

Section 3: Extraordinary Appointments and Term Lengths

- i. External Relations Officers, Counterintelligence Officers and Special Initiatives Officers can, but do not have to be, elected.
- ii. External Relations Officers and Counterintelligence Officers may be appointed by the Faculty Mentor with the consultation of the Executive Team.
- iii. Special Initiatives Officers may be appointed by the Executive Team and the Faculty Mentor through consensus. If said consensus cannot be reached by the end of two Executive Team meetings, members of the Executive Team and the Faculty Mentor shall vote, and the Special Initiatives Officer shall be named with a majority vote decision. If the vote produces a split decision, the Faculty Mentor will appoint the Special Initiatives Officer.
- iv. Special Initiatives Officers serve on a semester-long basis, but their tenure shall be indefinite unless it is called into question by a CIB Executive Officer during an Executive Team meeting.
- v. The CIB can appoint as many External Relations Officers, Counterintelligence Officers and Special Initiatives Officers as it wishes.
- vi. If an Executive Officer position becomes vacant, the Executive Team and the Faculty Mentor will nominate and appoint a new Executive Officer through the process described in paragraphs ii and iii of the present section.

Section 4: Duties of the Executive Director

- i. Supervises the work of Executive Team members and ensures the smooth operation of the Executive Team.
- ii. Presides over executive meetings and administers meeting agendas in association with the Faculty Mentor.
- iii. Assists Faculty Mentor in CIB general-membership meetings, in consultation with the Faculty Mentor.
- iv. Coordinates individual check-in meetings with Heads and Deputy Heads of Desks.
- v. Acts as a liaison between the CIB and CCU faculty and staff.
- vi. Coordinates CIB presentations and events other than regular organizational meetings.

Section 5: Duties of the Chief Operations Officer

- i. Implements the directions and policies of the Executive Director
- ii. Oversees and when necessary enforces the CIB Constitution and the *CCU Code of Student Conduct*, as directed by the Executive Team
- iii. Monitors the attendance policies specified in the CIB Constitution
- iv. Assists the Executive Director organize CIB presentations and events other than regular organizational meetings.
- v. May be delegated by the Executive Director to perform the duties and bear the responsibilities of the Executive Director.

Section 6: Duties of the Counterintelligence Officer

- i. Safeguards the positive reputation of the CIB both within and without the organization
- ii. Ensures that the conduct of CIB Executive Officers, Senior Analysts, Analysts and Members complies with the *CCU Code of Student Conduct*

- iii. Promotes and enforces the CIB Constitution among members
- iii. Advises CIB Members on how to ensure that their online activities are compatible with their career aspirations in intelligence and national security communities.
- iv. Informs all CIB Members about the stipulations of the CIB Code of Conduct and ensures they have a clear understanding of its stipulations and requirements.
- v. Monitors online platforms to ensure that the activity of CIB Members is compatible with their future career aspirations in the United States Intelligence Community.
- vi. Informs the CIB Executive Director and Faculty Mentor about infractions of the CIB Code of Conduct as they arise.

Section 7: Duties of the Finance Officer

- i. Establishes and maintains a membership-collecting mechanism on behalf of the CIB at the beginning of each semester, in consultation with the relevant University authorities
- ii. Collects dues from organization Members, to include Analysts, Senior Analysts and Executive Officers
- iii. Dispenses receipts to dues-paying CIB Members, or to CIB supporters during CIB fundraising events
- iv. Keeps detailed records of the CIB's finances and shares them with CIB Executive Officers at the beginning of every Executive Team meeting
- v. Contacts CIB Members who are not in good financial standing with the organization and inform them of their status
- vi. Provide a detailed ledger of current finances to the incoming Finance Officer and ensures that the incoming Finance Officer is able to uphold the foregoing duties.

Section 8: Duties of the Communications Officer

- i. Maintains the CIB's social media presence.
- ii. Maintains the CIB's Coastal Connections page.
- iii. Informs and updates the CIB membership about organization news and events

Section 9: Duties of the Recruitment Officer

- i. Creates and implements strategies for the recruitment of Members.
- ii. Plans, coordinates and presides over CIB recruitment activities and events.
- iii. Reaches out to prospective Members and encourages them to join the CIB, while also providing them with knowledge they must know prior to joining the CIB
- iv. Organizes outreach efforts to provide information about the CIB to students of the Intelligence and Security Studies program's introduction course and the University's First Year Experience courses
- v. Welcomes new Members to the organization and advises them on how to assimilate in it
- vi. Establishes, maintains, and promotes the CIB through online platforms
- vii. Presides over CIB promotional and/or marketing events

Section 10: Duties of the External Relations Officer

- i. Maintains relations between the CIB and its alumni around the world
- ii. Maintains relations between the CIB and employers in the government and private sectors.
- iii. Coordinates the CIB's communication with faculty and staff at Coastal Carolina University
- iv. Maintains communication between the CIB and similar student organizations, or their faculty mentors, outside of Coastal Carolina University

Section 11: Duties of the Records Officer

- i. Keeps and maintains detailed records (known as 'minutes') of CIB Executive Team meetings.
- ii. Distributes the records of Executive Team meetings to all Executive Team members in a timely fashion.
- iii. Transfers all CIB written and digital records to the next Records Officer for historical safekeeping.

Section 12: Duties of the Special Initiatives Officer

- i. Presides over all CIB special initiative activities outside of the regularly scheduled meetings
- ii. Is responsible for assisting the Recruitment Officer in recruitment-related events
- iii. Acts as a liaison between both CIB Members and Language Officers
- iv. Performs executive duties as instructed by the CIB Executive Team.

Section 13: Duties of the Logistics Officer

- i. Leads or assists the planning and organization of CIB-hosted events outside of planned membership meetings, including the CIB Banquet and other special events
- ii. Coordinates an efficient transportation system for CIB members and potential members

Section 14: Duties of the Membership Officer

- i. Keeps attendance records of meetings and provides attendance statistics intended to increase membership retention and participation
- ii. Maintains a detailed and current roster of current CIB members, which includes their names and contact information.

Section 15: Duties of the Honorary Officer

- i. Honorary officers are appointed by unanimous decision of the Executive Team and the CIB Faculty Mentor, in recognition of their prior service to the organization and their dedication to the mission and values of the CIB.
- ii. Honorary officers have no voting or decision-making rights as members of the Executive Team, but are still bound by the CIB *Constitution* throughout their tenure.
- iii. Voluntarily performs executive duties as determined by the Executive Team.

Section 16: Duties of the Faculty Mentor

- i. Serves in an *ex officio* capacity, as instructed by the Department of Politics at CCU.
- ii. Supervises the work of Executive Director and ensures the smooth operation of the Executive Team.
- iii. Presides over executive meetings and administers meeting agendas in association with the Executive Director.
- iv. Facilitates regular CIB organizational meetings.
- v. Safeguards CIB petty cash and deposits long-term funds in the CIB's CCU Foundation Account.
- vi. Supervises the meetings and activities of the CIB Code of Conduct Sub-Committee.
- vii. Mediates between the CIB and University Authorities on matters of funding and Code of Conduct violations.

ARTICLE D – HAZING POLICY

Section 1: Hazing in the CCU Code of Student Conduct

- i. The CIB completely abides by the policy on hazing as outlined in the *CCU Code of Conduct*.
- ii. The *CCU Code of Student Conduct* states: "Hazing is any reckless or intentional act, occurring on or off campus, that produces physical, mental, or emotional pain, discomfort, humiliation, embarrassment, or ridicule directed toward other students or groups (regardless of their willingness to participate), that is required or expected of new members and which is not related to the mission of the team, group, or organization. This includes any activity, whether it is presented as optional or required, that places a new or current member in a position of servitude as a condition of membership".
- iii. The *CCU Code of Student Conduct* also states: "Hazing is inconsistent with South Carolina laws/statutes, University policies, the Student Code of Conduct, and fraternal/organizational laws. The CIB and its

members agree to abide by the anti-hazing policy required of all student organizations at Coastal Carolina University".

ARTICLE E – AMENDMENTS TO THE CIB CONSTITUTION

Section 1: Amendments

i. With the exception of the name of the organization, which requires unanimous consent, amendments and changes to the Constitution can be accomplished by a majority vote of the Executive Officers with the consent of the Faculty Mentor.

ARTICLE F – CIB ACKNOWLEDGEMENT OF RESPONSIBILITIES

Section 1: Purpose of the CIB Acknowledgement of Responsibilities

i. The purpose of the CIB Acknowledgement of Responsibilities is in accordance with Article A, Section 1.vi of the *CIB Constitution*, which stipulates that the CIB's mission is to "provide its members with opportunities to develop their leadership, team-building and networking skills".

ii. The CIB Acknowledgement of Responsibilities does not supersede the regulations of CCU, the Federal and State laws of the United States of America or international law.

iii. All CIB Executive Members are subject to the CIB Acknowledgement of Responsibilities by virtue of accepting to serve in the CIB Executive Team.

iv. Failure of an Executive Officer to abide by the CIB Acknowledgement of Responsibilities will result in disciplinary procedures being taken in accordance with Article B, Section 3, of the *CIB Constitution*.

Section 2: Text of the CIB Acknowledgement of Responsibilities

i. I am fully aware of my responsibilities as an Executive Officer of the Chanticleer Intelligence Brief. As a member of the CIB Executive Board, I intend to carry out these responsibilities to the best of my abilities until the conclusion of my tenure.

ii. These responsibilities include, but are not limited to, the strict observation of the CIB's attendance requirements for Executive Officers, as well as the faithful fulfilment of the duties of my position, as described in the CIB Constitution.

iii. Additionally, I am responsible for being fully responsive to CIB-related communications sent to me by other Executive Team members and by the CIB Faculty Mentor. This means that I have to respond to emails, text messages and other forms of CIB-related communications when I am asked to do so, and generally within 24 hours.

ARTICLE G – CIB CONFIDENTIALITY AGREEMENT

Section 1: Purpose of the CIB Confidentiality Agreement

i. The purpose of the CIB Confidentiality Agreement is in accordance with Article A, Section 1vi of the *CIB Constitution*, which stipulates that the CIB's mission is to "instill among its members the values of loyalty, fidelity, judgment and discretion".

ii. The CIB Confidentiality Agreement does not supersede the regulations of CCU, the Federal and State laws of the United States of America or international law.

iii. All CIB Executive Members are subject to the CIB Confidentiality Agreement by virtue of accepting to serve in the CIB Executive Team.

iv. Failure of an Executive Officer to abide by the CIB Confidentiality Agreement will result in disciplinary procedures being taken in accordance with Article B, Section 3, of the *CIB Constitution*.

Section 2: Text of the CIB Confidentiality Agreement

- i.** WHEREAS, Chanticleer Intelligence Brief (henceforth CIB) and the signing officer, for their mutual benefit and pursuant to a working relationship which has been established, anticipate that the CIB may disclose or deliver to the signing officer documents, information, drawings, data, sketches, program plans, specifications, techniques, processes, methods, sources, and other materials, both written and oral, of a confidential nature.
- ii.** WHEREAS, CIB defines confidential information as any of the above that have been given to the signing officer during executive meetings, conferences, telephone calls, text messages, chats, email, in private by other officers and as designated by the executive director.
- iii.** NOW, THEREFORE, in consideration of the foregoing premises, and the mutual covenants contained herein, CIB and the signing officer hereby agree as follows:
- iv.** For the duration of the signing officer's period of employment in the CIB, and for a period of thirty-six (36) months from the date of the end of their period of employment in the CIB, the signing officer shall not disclose any information deemed confidential to any non-officers of the CIB, except for faculty and non-student staff of Coastal Carolina University.
- v.** The signing officer may only discuss confidential information directly with other serving officers of the CIB and with non-student staff of Coastal Carolina University, and may only do so when no unauthorized personnel or devices are present or able to view, listen, record, or have knowledge about the information being shared.
- vi.** This Agreement is in accordance with the *Constitution of CIB*. Only the CIB Faculty Mentor can approve the public release of confidential information.
- vii.** Failure to comply with the above set standards may result in the immediate dismissal of the signing officer from their position on the executive officer board of the Chanticleer Intelligence Brief (CIB).