

1 Charter and Bylaws for the
2 Southeast Collegiate Cyber Defense Competition and
3 Board of Advisors
4

5 **Article I Name**

6 This charter establishes the Southeast Collegiate Cyber Defense Board of Advisors (SECCDC BoA) which
7 shall be solely responsible for planning and operation of the Southeast Collegiate Cyber Defense
8 Competition (SECCDC).
9

10 **Article II Purpose & Goals**

11 **Section One:**

12 “The mission of the Collegiate Cyber Defense Competition (CCDC) system is to provide
13 institutions with an information assurance or computer security curriculum a controlled,
14 competitive environment to assess their student's depth of understanding and operational
15 competency in managing the challenges inherent in protecting a corporate network infrastructure
16 and business information systems.
17

18 CCDC Events are designed to:

- 19
- 20 • Build a meaningful mechanism by which institutions of higher education may evaluate their
 - 21 programs.
 - 22 • Provide an educational venue in which students are able to apply the theory and practical
 - 23 skills they have learned in their course work
 - 24 • Foster a spirit of teamwork, ethical behavior, and effective communication both within and
 - 25 across teams
 - 26 • Create interest and awareness among participating institutions and students.
27

28 CCDC competitions ask student teams to assume administrative and protective duties for an
29 existing “commercial” network – typically a small company with 50+ users, 7 to 10 servers, and
30 common Internet services such as a web server, mail server, and e-commerce site. Each team
31 begins the competition with an identical set of hardware and software and is scored on their ability
32 to detect and respond to outside threats, maintain availability of existing services such as mail
33 servers and web servers, respond to business requests such as the addition or removal of additional
34 services, and balance security needs against business needs. Throughout the competition an
35 automated scoring engine is used to verify the functionality and availability of each team’s
36 services on a periodic basis and traffic generators continuously feed simulated user traffic into the
37 competition network. A volunteer red team provides the “external threat” all Internet-based
38 services face and allows the teams to match their defensive skills against live opponents” (source:
39 <http://nationalccdc.org/history.html>).
40

41 ***The mission and objectives of the SECCDC mirrors that of the national CCDC.***

42
43 In an effort to help facilitate the development of a regular, national level cyber security exercise,
44 the Center for Infrastructure Assurance and Security at the University of Texas at San Antonio
45 hosted the first Collegiate Cyber Defense Competition (CCDC) for the Southwestern region in
46 May 2005.
47

48 In June 2005, members of the Kennesaw State University’s Center for Information Security
49 Education recognized the value of the program, hosting the first SECCDC at KSU in 2006, to
50 provide a regional competition to recognize the best team in the Southeast, and to work to sponsor
51 that team to a National competition to be developed by UTSA.
52

53 While similar to other cyber defense competitions in many aspects, the SECCDC, as part of the
54 CCDC, is unique in that it focuses on the operational aspect of managing and protecting an
55 existing network infrastructure. While other exercises examine the abilities of a group of students
56 to design, configure, and protect a network over the course of an entire semester, this competition
57 is focused on the more operational task of assuming administrative and protective duties for an
58 existing “commercial” network.
59

60 Teams are scored based on their ability to detect and respond to outside threats, maintain
61 availability of existing services such as mail servers and web servers, respond to business requests
62 such as the addition or removal of additional services, and balance security needs against business
63 needs.

64
65 The SECCDC is a regional competition of the National Collegiate Cyber Defense Competition
66 (<http://nationalccdc.org>)

67
68 **Section Two:**

69 SECCDC and the SECCDC BoA shall abide by, operate within and support established National
70 Collegiate Cyber Defense Competition policies in accordance with applicable State and Federal
71 Laws.

72
73 **Article III Membership**

74 **Section One: SECCDC Participation**

75 In order to foster the objectives noted earlier, all processes will be undertaken in way to maximize
76 transparency and facilitate open and complete access to SECCDC records, event data and
77 communications.

78
79 Participation in the Southeast Regional Cyber Defense Competition is open to all 2-year and 4-
80 year academic institutions in the states listed in the competition web site
81 (infosec.kennesaw.edu/SECCDC). Only teams officially sponsored by these institutions may
82 participate in the competition.

83
84 If a number of institutions apply to participate in the annual event that exceeds the host institutions
85 ability to support, acceptance will be based on the following priorities:

- 86 1. Institutions who have successfully fielded a team in the previous year
- 87 2. Public 4-year academic institutions with established and published degree programs
88 (including concentrations or specializations) in information or computer security.
- 89 3. Public 2-year academic institutions with established and published degree programs
90 (including concentrations or specializations) in information or computer security.
- 91 4. Other 4-year academic institutions.

92
93 *Institutions wishing to compete in the SECCDC must submit a letter of intent to the host institution*
94 *as described in Section Three: Key Dates of Article VI. Conduct of the SECCDC.*

95
96 If an institution that does not meet the above criteria wishes to compete, their acceptance will be
97 based on the number of eligible teams submitting letters of intent that are otherwise eligible.
98 Should additional team slots be available after all eligible teams are accepted, an institution may
99 be approved by the general BoA membership by a simple majority vote.

100
101 **Section Two: SECCDC BoA Membership**

102 Membership in the SECCDC BoA is open to one primary voting faculty or staff advisor and one
103 secondary non-voting faculty or staff member for institutions that have successfully fielded teams
104 to a SECCDC regional event in at least one of the preceding two events. The membership roster
105 will be updated annually immediately following the regional competition. In the event that a
106 member's institution does not successfully field a team within the two consecutive years, they will
107 be removed from the roster, two years and one day after they last successfully fielded a team.

108
109 The official means of communications between BoA members shall be the SECCDC-Adv list
110 service hosted by Kennesaw State University (KSU). While an institution may request that more
111 than one faculty member be listed on the list service, only one faculty member will serve as a
112 voting member.

113
114 The SECCDC and SECCDC BoA shall not discriminate on the basis of race, color, age, religion,
115 national origin, sexual orientation, sex, marital status, disability or status as a U.S. Veteran.

116
117 An institution's voting member is required to respond to SECCDC communications in a timely
118 manner and actively support SECCDC efforts. Membership may be revoked for any actions

119 deemed inappropriate when a motion to revoke membership is supported by a simple majority of
120 the SECCDC BoA officers plus a ¾ majority vote by the general membership.

121
122 Proxies for voting shall be submitted to the Chair in writing or private electronic communications
123 prior to a vote. Proxies must be specific to the vote at hand. A separate proxy is required for each
124 item voted upon.

125 126 *Article IV Officers*

127 **Section One: Roles and Responsibilities**

128 **1) Chair**

129 The chief executive officer of the SECCDC BoA shall be the designated as the chair.

130 Responsibilities of the chair include:

- 131 • Preside over all meetings whether face-to-face or virtual
- 132 • Issuing formal communications of the SECCDC
- 133 • Coordinating the efforts of the SECCDC BoA and its officers
- 134 • Coordinating with National CCDC and serving as a Liaison between the SECCDC BoA and
135 the National CCDC.
- 136 • Coordinating the selection of the annual SECCDC regional host institution.
- 137 • Assisting the SECCDC regional host with the development of the SECCDC in compliance
138 with National CCDC policies and practices.
- 139 • Certify the results of the annual SECCDC regional competition, and report the winning
140 institution to the National CCDC executive board.

141 142 **2) Vice-Chair**

143 The secondary executive officer of the SECCDC BoA shall be designated as the vice-chair.

144 Responsibilities of the vice-chair include:

- 145 • Preside over meetings in the absence of the Chair
- 146 • Coordinate SECCDC promotions and publicity of events
- 147 • Audit SECCDC host institution financial reports
- 148 • Co-certify the results of the annual SECCDC regional competition

149 150 **3) Regional SECCDC Host Coordinator**

151 The tertiary executive officer of the SECCDC BoA shall be designated as the regional SECCDC
152 host coordinator. In the event that the host institution is represented by an officer of the SECCDC,
153 a secondary non-voting member may be selected to serve as the host coordinator.

154 Responsibilities of the regional host include:

- 155 • Preside over the upcoming annual SECCDC event.
- 156 • Work with KSU Faculty to coordinate facilities and a network infrastructure capable of
157 providing independent rooms for up to 10 teams.
- 158 • Coordinate the development of a opposition force “red team,” a conference judging “white
159 team” and conference support administration “gold team”.
- 160 • Solicit and collect applications for teams to compete in the SECCDC.
- 161 • Solicit and collect sponsors and donations to support the SECCDC.
- 162 • Organize and provide travel and lodging information for the SECCDC.
- 163 • Distribute preliminary competition information.
- 164 • Conduct the SECCDC and submit the results to the SECCDC BoA chair for certification.
- 165 • Coordinate meals and refreshments during the event for the participants.
- 166 • Coordinate all associated SECCDC event components to include name badges, trophies for
167 the top 3 teams, and all needed materials.
- 168 • Draft and submit a post event report to the SECCDC Executive Committee detailing the
169 conduct of the event and expenditure of finances in accordance with the appropriate section
170 below.

171 172 **Section Two: Officer Appointments, Elections and Removals**

173 In order to provide long-term continuity and leadership for the SECCDC, the Chair shall be a joint
174 appointment with whoever is the current Director of the Kennesaw State University Center for
175 Information Security Education. The Vice-Chair shall be elected bi-annually from the eligible
176 membership.

177 Election of the vice-chair will require a simple majority vote from the general BoA membership. If
178 no candidates in a contested election receive a majority of votes, a runoff election will be held
179 between the two candidates receiving the most votes.
180

181 **Eligibility**

182 In order to be eligible to serve as an officer of the SECCDC BoA, candidates must be the
183 primary or secondary representative of an institution that qualifies for membership in the
184 Board of Advisors.
185

186 **Term of Office**

187 The chair shall be the current Director of the KSU Center for Information Security
188 Education. The vice-chair of the SECCDC BoA shall be elected to a two year term.. In
189 the inaugural year, the vice-chair shall be elected to a one year term. Elections will be
190 scheduled to coincide with the conclusion of the National CCDC.
191

192 The regional SECCDC host coordinator will be the faculty representative to the BoA
193 from the institution that won the regional event from the past year. If the Chair or Vice-
194 Chair's institution wins the SECCDC, then the *alternate* (primary/secondary)
195 representative from that institution will serve as the Host Coordinator.
196

197 A vice-chair may serve up to three consecutive terms at the will of the membership.
198

199 The Chair, Vice-Chair and Host Coordinator shall comprise the Executive Committee of
200 the organization. The Executive Committee shall meet in addition to regular organization
201 meetings. The Executive Committee shall appoint such committees as are required to
202 carry out organization goals.
203

204 **Officer/Advisor Removal**

205 If an officer's institution is removed from the membership roster during their term, the
206 officer will continue to serve the remainder of that term.
207

208 An officer may be removed from office upon recommendation supported by a $\frac{3}{4}$ majority
209 of the general membership if their actions are deemed inappropriate by the membership.
210 The officer shall be permitted to speak before the BoA membership about any charges
211 made concerning his/her performance; however the officer is not permitted to participate
212 in the deliberation of the membership regarding the charges.
213

214 **Article V. Finances**

215 All monies collected for the SECCDC including sponsorships, registration fees and donations will be
216 collected and dispersed by the host institution coordinator and used to support the event.
217

218 Upon conclusion of the annual SECCDC, a financial report showing all monies collected and all expenses
219 incurred will be submitted to the SECCDC BoA Vice-chair for review.
220

221 In the event the organization collects funds in excess of expenses, all remaining funds will be expended to
222 purchase materials to benefit the SECCDC and the current year's participants (e.g. consumables,
223 competition gifts or other equipment or materials which may be legally transferred between institutions),
224

225 Each institution that participates in the SECCDC will be expected to pay a registration fee to assist in
226 offsetting the expenses associated with the event, to include meals and refreshments for team members.
227 This fee will be agreed to annually by a simple majority vote of the membership.
228

229 **Article VI. Conduct of the SECCDC**

230 **Section One: General**

231 Components for the regional SECCDC will be in compliance with published advisories from the
232 National CCDC. The National CCDC web site will serve as the primary information resource for
233 the host institution coordinator (<http://www.nationalccdc.org>). All records, files, documents and
234 communications associated with the SECCDC are the intellectual property of the event and
235 subject to review and disclosure upon request of a member institution, or the National CCDC.
236

237
238
239
240
241
242
243
244
245
246
247
248
249
250
251
252
253
254
255
256
257
258
259
260
261
262
263
264
265
266
267
268
269
270
271
272
273
274
275
276
277
278
279
280
281
282
283
284
285
286
287
288
289
290
291
292
293
294
295
296

Section Two: Location

As the responsibilities and equipment needed to support the SECCDC are very burdensome, the SECCDC will usually be held at Kennesaw State University (KSU), with KSU providing rooms and the networking and computing infrastructure. This arrangement will continue until such time as facilities at Kennesaw State University are no longer available, conduct of the event at KSU is unfeasible, or upon request of the KSU facilities coordinators, at least 6 months prior to any competition.

Should an institution other than KSU strongly desire to host the competition, they must demonstrate capability in a written proposal to the Executive Committee. Permission to host the event may be awarded by the Executive Committee upon a unanimous vote, after a review of the proposal.

Section Three: Rules

Rules will be aligned with the most current National CCDC Rules posted at <http://www.nationalccdc.org/rules.html>. Each variance from these rules must be reviewed and approved by a majority vote from the membership at least 90 days in advance of the event in order to allow for timely posting as provided below. The host institution must post the final version of the annual rules in a publicly accessible location and distribute to the membership at least 90 days prior to the event.

In the interest of transparency, each team faculty advisor and team member will sign disclosure agreements prior to the event, affirming that ALL information submitted during the SECCDC is open to external review and scrutiny. Any team or member refusing to sign the agreement will not be allowed to compete. Upon completion of the event, a team may request their own files and communications retained by the competition system. All requests received within 90 days of the event will be honored. All team files not requested within 90 days will be destroyed. In the event that a team or institution requests the files from another team, sufficient justification must be provided. This justification will be reviewed by the SECCDC BoA executive committee and honored if appropriate.

Section Four: Key Dates

*The Southeast Collegiate Cyber Defense Competition shall be held between **February 20th** and **March 15th**, unless an alternate date is approved by a majority vote of the BoA membership, in order to provide sufficient time to announce results and allow the winning team time to prepare for the National CCDC.*

*The host coordinator must distribute a call for participants for the competition no later than **November 15th** of the year preceding the competition.*

*Institutions wishing to compete in the SECCDC must submit a letter of intent to the host institution no later than **December 15st** of the year preceding the competition. Selected institutions will be notified based on the above priorities and notified no later than **January 1st** of the competition year. Selected institutions must submit their registration fees no later than **January 30th** of the competition year. If for some reason an institution selected determines that it may not be able to compete, it should notify the host coordinator as soon as possible so that an alternate institution may be selected.*

*The host coordinator must submit a team packet specifying the competition rules and general configurations, for review by the membership no later than **60 days** prior to the competition. Once approved, the team packet will be posted on the competition web site no later than **45 days** prior to the competition.*

Section Five: Support Teams

The host institution coordinator will be responsible for soliciting support teams for their event. These teams will be mutually exclusive. These will include at a minimum:
Red Team – the Red team will consist of individuals serving to externally assess and attempt to penetrate the competition teams’ systems. Red teams should be selected so as to

297 challenge but not overwhelm the competition teams' efforts. At the beginning of the
298 annual SECCDC event, the Red team will elect a Captain to serve as the liaison between
299 the Red Team and the White Team for scoring purposes. Red team members should be
300 selected based on personal ability and experience in penetration testing and vulnerability
301 assessment.

302 White Team – the White team will consist of individuals serving as judges to internally assess and
303 report on the performance of the competition teams. One or more White team members
304 will be assigned to each competition team. No White team member may be assigned to a
305 team from their own institution. At the beginning of the annual SECCDC event, the
306 White team will elect a Captain to serve as the primary scorekeeper for all scored events.
307 White team members should be selected based on their professional experience and
308 should be faculty members or industry professionals.

309 Gold Team – the Gold team will consist of individual serving as competition coordinators and
310 supervisors. Select members of the Gold Team will be identified as reviewers for
311 challenges and appeals to event activities as outlined in the appeals section below. Gold
312 team members should be selected based on competition and professional experience.

313

314 **Section Six: Team Packets**

315 The host institution coordinator will develop and publish a team packet including all rules and
316 materials relevant to the competition teams. While all details of the event need not be disclosed,
317 all rules, restrictions, access methods, and permissible materials must be specified, base on the
318 previous year's National Competition.

319

320 **Section Seven: Configuration and Services**

321 The event systems will be configured in a manner consistent with past SECCDC and CCDC
322 events. While some variation is encouraged to keep the event challenging, the core premise of the
323 configuration is as follows:

324

325 A variety of modern operating systems providing a functional but vulnerable network,
326 with either proxied access to the Internet (preferred) or a default route to the Internet
327 enabled.

328

329 At least one server providing multiple services to include but not limited to:

330 Web (static and e-commerce)

331 Email

332 Database

333 Domain Name Services

334 File Services

335 Additional services may be specified at the beginning of the competition, or during the
336 competition in an injection.

337

338 A method of service assessment must be developed to determine a team's ability to keep the
339 service functional during the competition. This assessment must be conducted frequently, at
340 regular intervals, and have a score commensurate with other categories.

341

342 The pre-competition configuration and list of all planned services and method of assessment must
343 be compiled by the host institution coordinator and submitted for approval by the executive
344 committee no later than 60 days prior to the event. This information will not be shared with the
345 membership, until such time as the competition begins.

346

347 **Section Eight: Injections**

348 The host institution coordinator will also develop injections consistent with past SECCDC and
349 CCDC events. Again, some variation is encouraged to keep the event challenging, while maintain
350 the core premise of real-world business changes to the systems and their configuration.

351

352 A method of injection assessment must be developed to determine a team's ability to respond to
353 business requests for services. This assessment must have a score commensurate with other
354 categories.

355

356 The list of all planned injections and the method of assessment must be compiled by the host
357 institution coordinator and submitted for approval by the executive committee no later than 30
358 days prior to the event. This information will not be shared with the membership, until such time
359 as the competition begins.
360

361 **Section Nine: Incident Response**

362 The host institution coordinator will also organize and conduct an external assessment by a group
363 of Red Team members to assess the relative security of the teams' networks. This should also be
364 consistent with past SECCDC and CCDC events.
365

366 It is the responsibility of the Gold Team to ensure that Red Team assessments and penetration
367 testing operations are structured so as to challenge the teams, but not to completely overwhelm the
368 team's ability to function.
369

370 A method of incident success and response assessment must be developed to determine a team's
371 ability to respond these external intrusions. This assessment must have a score commensurate
372 with other categories. Incident response may be assessed as a component of injections.
373

374 The plan of implementation for the Red Team and the method of assessment for Red Team
375 activities along with competition team incident response actions must be compiled by the host
376 institution coordinator and submitted for approval by the executive committee no later than 30
377 days prior to the event. This information will not be shared with the membership, until such time
378 as the competition begins.
379

380 **Section Ten: Scoring**

381 Overall scoring should be balanced between the various components: Configuration, Service
382 Provision, Injection Response and Incident Success (Red Team activities). The scoring system
383 should be consistent with past SECCDC and CCDC events. The overall scoring structure and plan
384 of implementation must be compiled by the host institution coordinator and submitted for approval
385 by the executive committee no later than 30 days prior to the event.
386

387 **Section Eleven: Conduct of the Event**

388 The conduct of the event should be consistent with past SECCDC and CCDC events.

389 Day 1: Teams will report for check-in and pre-configuration activities.

390 Day 2: Main competition activities, including red team actions, business injections, and service
391 maintenance requirements.

392 Day 3: Team presentations and Awards Ceremony.
393

394 The overall conduct of the event should be documented by the host institution coordinator and
395 submitted for approval by the executive committee no later than 30 days prior to the event.
396

397 The host institution coordinator will be responsible for coordinating appropriate meals and
398 refreshments.
399

400 **Section Twelve: Challenges and Appeals**

401 In the event of a challenge to a White or Gold Team action:

402 Once a White team member has scored an event, the team may only challenge on errors of fact.

403 Errors of fact consist of information reported that is erroneous, or was lost after being delivered to
404 a White team member.
405

406 To challenge a score the team captain must document in writing the actions of the team that justify
407 review of the judge score, including affidavits from team members as to the completion of the
408 assigned task and the time of completion.
409

410 Challenges will only be accepted if a team reports successful completion of a task, and has
411 demonstrated in their team logs that the action was completed and delivered to the White team
412 judge. If a White team judge has signed off on a team log indicating completion of a task, but the
413 operations center for the event has no record of the task completion, the senior Gold team member
414 present will rule on the challenge.
415

416 Challenges must be submitted within 2 hours of posting of scores. In no case will any appeal be
417 accepted or considered once the competition final team scores have been posted and determination
418 of winners has been made.

419
420 Appeals are only applicable to the disqualification of an individual or competition team.

421
422 In the event an individual or team is disqualified according to competition rules prior to the
423 conclusion of the event, the disqualified individual or team must report to their faculty advisor or
424 sponsor. If the faculty advisor or sponsor feels the disqualification is unfounded, they must submit
425 a written appeal within 2 hours of the disqualification. Disqualified individuals are ineligible for
426 individual awards or team trophies.

427
428 In the case of disqualified individuals, all appeals will be reviewed by the competition host
429 coordinator, who may consult additional gold team members as appropriate. The presence of the
430 faculty advisor or sponsor or disqualified individual is not required. All decisions made by the
431 host coordinator with regard to individual disqualifications are final. Disqualified teams are also
432 ineligible for individual awards or team trophies.

433
434 In the case of a team disqualification, all appeals will be reviewed by the entire Gold team, with
435 input from the appropriate White Team member, and the faculty sponsor. The faculty sponsor
436 may make the case for reversal of the appeal.

437
438 All decisions of the White and Gold teams with regard to competition results are final upon
439 conclusion of the event. At no point during the appeals process will any white or gold team
440 member be permitted to rule on their own prior decision(s).

441
442 ***Article VII. Amendments & Ratification***

443 Amendments to this constitution must be submitted in writing at a regular meeting of the SECCDC BoA.
444 Said amendment(s) will be voted on at a subsequent meeting. In order to adopt the amendment, a vote of
445 2/3 of the general membership is necessary.

446
447 This constitution shall become effective upon approval by a ¾ vote of the responding membership. The
448 charter membership will consist of the following institutions, and their representatives:

- 449 • Chattahoochee Technical College, GA
- 450 • Kennesaw State University, GA
- 451 • Mercer University, GA
- 452 • Southern Polytechnic State University, GA
- 453 • University of Alabama, Birmingham
- 454 • University of Louisville, KY
- 455 • University of North Carolina, Charlotte
- 456 • University of North Carolina, Wilmington
- 457 • University of South Carolina
- 458 • University of South Florida
- 459 • National CCDC – Dwayne Williams

460
461 **This charter and bylaws was adopted on January 1, 2008.**

462 **Amendments approved March 19, 2010.**