

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 providing recommendations for the planning and operation of the Southeast
8 Collegiate Cyber Defense 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 mirror 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 appropriate access to SECCDC records, event data and
77 communications.

78
79 Participation in the Southeast Collegiate Cyber Defense Competition is open to all 2-year and 4-
80 year academic institutions in the states listed on the National competition web site
81 (<http://www.nationalccdc.org/index.php/competition/competitors/ccdc-regionals>). Only teams
82 officially sponsored by these institutions may participate in the competition.

83
84 If a number of institutions apply to participate in the annual qualification event that exceeds the
85 host institutions 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 and 2-year public and private 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.*

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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.

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99 The top eight (8) teams in the virtual qualifier (SECCDQC) will be invited to the on-site regional
100 competition, subject to the availability of host institution facilities.

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

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

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110 The official means of communications between BoA members shall be the SECCDC-Adv list
111 service hosted by Kennesaw State University (KSU). While an institution may request that more
112 than one faculty member be listed on the list service, only one faculty member will serve as a
113 voting member. Under no circumstance shall any institution have more than one vote on SECCDC
114 issues presented to the general membership. This specifically includes voting on changes to
115 bylaws or event operations.

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117 The SECCDC and SECCDC BoA shall not discriminate on the basis of race, color, age, religion,
118 national origin, sexual orientation, sex, marital status, disability or status as a U.S. Veteran.
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120 An institution's voting member is required to respond to SECCDC communications in a timely
121 manner and actively support SECCDC efforts.
122 Proxies for voting shall be submitted to the Director in writing or private electronic
123 communications prior to a vote. Proxies must be specific to the vote at hand. A separate proxy is
124 required for each item voted upon.
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126 Feedback for the conduct of the SECCDC and its qualification competition shall be solicited from
127 the membership at the conclusion of each SECCDC season and used to guide SECCDC operations
128 for the upcoming season. Any member of the SECCDC Board of Advisors may submit
129 recommendations to the executive committee at any time by emailing infosec@kennesaw.edu.
130

131 The Director of the SECCDC BoA shall specifically solicit feedback from the general membership
132 after each SECCDC season, and the executive board shall review the feedback and recommend
133 revisions to the conduct of the SECCDC event as possible, subject to financial and technological
134 restrictions of the event.
135

136 *Article IV Officers*

137 **Section One: Roles and Responsibilities**

138 **1) Director**

139 The chief executive officer of the SECCDC BoA shall be the designated as the director.
140 Responsibilities of the director include:

- 141 • Preside over all meetings whether face-to-face or virtual
- 142 • Issuing formal communications of the SECCDC
- 143 • Coordinating the efforts of the SECCDC BoA and its officers
- 144 • Coordinating with National CCDC and serving as a Liaison between the SECCDC BoA and
145 the National CCDC.
- 146 • Coordinating the selection of the annual SECCDC regional host institution.
- 147 • Assisting the SECCDC regional host with the development of the SECCDC in compliance
148 with National CCDC policies and practices.
- 149 • Certify the results of the annual SECCDC regional competition, and report the winning
150 institution to the National CCDC executive board.
- 151 • Establish priorities of expenditures based on available grants, sponsorships and registration
152 fees.
- 153 • Audit SECCDC host institution financial reports
- 154 • Preside over all SECCDC events.

155 **2) Associate Director for Operations**

156 The second executive officer of the SECCDC BoA shall be designated as the Associate Director
157 for Operations (AD-Ops).

158 Responsibilities of the associate director for operations include:

- 159 • Preside over meetings in the absence of the Director
- 160 • Coordinate SECCDC promotions and publicity of events
- 161 • Co-certify the results of the annual SECCDC regional competition
- 162 • Serve as Regional Host Coordinator (see below)

163 **3) Associate Director for Membership**

164 The third executive officer of the SECCDC BoA shall be designated as the Associate Director for
165 Membership (AD-Mem). Responsibilities of the associate director for membership include:

- 166 • Assist with the coordination of SECCDC promotions and publicity of events
- 167 • Assist with the recruiting of new institutions to compete in the SECCDC
- 168 • Assist in the auditing of SECCDC host institution financial reports (as needed)
- 169 • Serve on behalf of the member institutions as liaison to the executive committee.

170 **4) Regional Host Coordinator**

171 Serving as the regional host coordinator is a primary responsibility of the Associate Director.

172 Responsibilities of the regional host include:

- 173 • Work with KSU Faculty to coordinate facilities and a network infrastructure capable of
174 providing independent rooms for up to 10 teams.
- 175 • Coordinate the development of an opposition force "red team," a conference judging "white
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- 179 team” and competition support administration “gold team”.
- 180 • Solicit and collect applications for teams to compete in the SECCDC.
 - 181 • Solicit and collect sponsors and donations to support the SECCDC.
 - 182 • Organize and provide travel and lodging information for the SECCDC.
 - 183 • Distribute preliminary competition information.
 - 184 • Conduct the SECCDC and submit the results to the SECCDC Director for certification.
 - 185 • Coordinate meals and refreshments during the event for the participants.
 - 186 • Coordinate all associated SECCDC event components and needed materials.
 - 187 • Draft and present a post event report to the SECCDC Executive Committee detailing the
 - 188 conduct of the event and expenditure of finances in accordance with the appropriate section
 - 189 below.

190 **Section Two: Officer Appointments and Removals**

191 In order to provide long-term continuity and leadership for the SECCDC, the Director shall be a
192 joint appointment with whoever is the current Director of the Kennesaw State University Center
193 for Information Security Education. The Associate Director for Operations shall similarly be a
194 joint appointment with whoever is the current Associated Director of the Kennesaw State
195 University Center for Information Security Education. . The Associate Director for Membership
196 shall be the primary voting faculty representative from the winning institution of the previous
197 SECCDC.

198 **Eligibility**

199 In order to be eligible to serve as an officer of the SECCDC BoA, candidates must be the
200 primary representative of an institution that qualifies for membership in the Board of
201 Advisors.

202 **Executive Committee**

203 The Director, Associate Director-Operations and Associate Director-Membership shall
204 comprise the Executive Committee of the organization. The National CCDC Director
205 shall serve as an ex-officio (non-voting) member of the executive committee. The
206 Executive Committee shall meet as needed to address key issues. The Executive
207 Committee shall appoint such committees as are required to carry out organization goals.

208 **Officer/Advisor Removal**

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

214 Advisor membership may be revoked for any actions deemed inappropriate when a
215 motion to revoke membership is supported by a simple majority of the SECCDC
216 executive committee and ratified by a $\frac{3}{4}$ majority vote by the general membership.

217 **Article V. Finances**

218 All monies collected for the SECCDC including sponsorships, registration fees and donations will be
219 collected and dispersed by the Director and used to support the event, based on budget recommendations of
220 the Associate Director-Operations, with the advice of the rest of the executive committee.

221 Upon conclusion of the annual SECCDC, a financial report showing all monies collected and all expenses
222 incurred will be made available upon request.

223 In the event the organization collects funds in excess of expenses, all remaining funds will be expended to
224 purchase materials to benefit future SECCDC competitions.

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 determined by the executive committee based on expected expenses and sponsorships.

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238 *Article VI. Conduct of the SECCDC*

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240 **Section One: General**

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

246
247 **Section Two: Location**

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

254
255 Should an institution other than KSU strongly desire to host the competition, they must
256 demonstrate capability in a written proposal to the Executive Committee. Permission to host the
257 event may be awarded by the Executive Committee upon a unanimous vote, after a review of the
258 proposal. As all equipment and supplies purchased for the SECCDC to date were acquired through
259 KSU purchasing channels, they may not be moved, shared or re-distributed outside the university,
260 thus requiring any institution petitioning to host the event to demonstrate clear financial and
261 technological capability to do so.

262
263 **Section Three: Rules**

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

270
271 In the interest of transparency, each team faculty advisor and team member will sign disclosure
272 agreements prior to the event, affirming that **ALL** information submitted during the SECCDC is
273 open to external review and scrutiny. Any team or member refusing to sign the agreement will not
274 be allowed to compete. Upon completion of the event, a team may request their competition
275 scores. All requests received within 90 days of the event will be honored. All team files will be
276 destroyed 90 days after the event. Should an external entity request a copy of the competition
277 network logs or event documentation, the executive committee will review the request and
278 honored if appropriate.

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280 **Section Four: Key Dates**

281 *The Southeast Collegiate Cyber Defense Competition's virtual qualification competition*
282 *(SECCDQC) shall be held between **February 20th** and **March 15th**, unless an alternate date is*
283 *approved by a majority vote of the executive committee, in order to provide sufficient time to*
284 *announce results and allow the winning team time to prepare for the National CCDC. The on-*
285 *site regional competition shall be held during KSU's spring break, usually late March-early April*

286
287 *The Associate Director/host coordinator must distribute a call for participants for the competition*
288 *no later than **December 15th** of the year preceding the competition.*

289
290 *Institutions wishing to compete in the SECCDC must submit a letter of intent to the host institution*
291 *no later than **January 31st** of the year of the competition. Selected institutions will be notified*
292 *based on the above priorities and notified no later than **February 15th** of the competition year.*
293 *Selected institutions must submit their registration fees no later than **February 30th** of the*
294 *competition year. If for some reason an institution selected determines that it may not be able to*
295 *compete, it should notify the host coordinator as soon as possible.*

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298 **Section Five: Support Teams**

299 The host institution coordinator will be responsible for soliciting support teams for their event.
300 These teams will be mutually exclusive. These will include at a minimum:

301 Red Team – the Red team will consist of individuals serving to externally assess and attempt to
302 penetrate the competition teams’ systems. Red teams should be selected so as to
303 challenge but not overwhelm the competition teams’ efforts. At the beginning of the
304 annual SECCDC event, the Red team will elect a Captain to serve as the liaison between
305 the Red Team and the White Team for scoring purposes. Red team members should be
306 selected based on personal ability and experience in penetration testing and vulnerability
307 assessment.

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

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

319 Black Team – the Black team will consist of individuals selected to provide technical support in
320 the administration and operation of competition systems.

321
322 **Section Six: Team Packets**

323 The host institution coordinator will develop and publish a team packet including all rules and
324 materials relevant to the competition teams. While all details of the event need not be disclosed,
325 all rules, restrictions, access methods, and permissible materials must be specified, based on
326 published National CCDC rules and guidelines.

327
328 *The host institution coordinator must submit a team packet specifying the competition rules and*
329 *general configurations to all competing teams no later than **14 days** prior to each competition*
330 *event (qualification and on-site regional).*

331
332 **Section Seven: Configuration and Services**

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

336
337 A variety of modern operating systems providing a functional but vulnerable network,
338 with either proxy-based access to the Internet (preferred) or a default route to the Internet
339 enabled.

340
341 At least one server providing multiple services to include but not limited to:

- 342 Web (static and e-commerce)
- 343 Email
- 344 Database
- 345 Domain Name Services
- 346 File Services

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

349
350 A method of service assessment must be developed to determine a team’s ability to keep the
351 service functional during the competition. This assessment must be conducted frequently, at
352 regular intervals, and have a score commensurate with other categories.

353
354 The pre-competition configuration and list of all planned services and method of assessment must
355 be compiled by the host institution coordinator and submitted for approval by the executive
356 committee no later than 30 days prior to the event. This information will not be shared with the
357 membership, until such time as the competition begins.

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Section Eight: Injections

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

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

The list of all planned injections and the method of assessment must be compiled by the Associate Director-Operations and submitted for approval by the Director no later than 30 days prior to the event. This information will not be shared with the membership, until such time as the competition begins.

Section Nine: Incident Response

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

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

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

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

Section Ten: Scoring

Overall scoring should be comprised of the various components: Service Provision, Injection Response and Incident Success (Red Team activities). The scoring system should be consistent with past SECCDC and CCDC events. The overall scoring structure and plan of implementation must be compiled by the Associate Director-Operations and submitted for approval by the Director no later than 30 days prior to the event.

Section Eleven: Conduct of the Event

The conduct of the event should be consistent with past SECCDC and CCDC events. The exact number of days the competition will encompass will depend on the availability of facilities at the host institution:

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

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

Day 3: Team presentations and Awards Ceremony. Note: the awards ceremony may be conducted at the end of day two if necessary.

The Associate Director-Operations will be responsible for coordinating appropriate meals and refreshments.

Section Twelve: Challenges and Appeals

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

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

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

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

421
422 Challenges will only be accepted if a team reports successful completion of a task, and has
423 demonstrated in their team logs that the action was completed and delivered to the White team
424 judge. If a White team judge has signed off on a team log indicating completion of a task, but the
425 operations center for the event has no record of the task completion, the senior Gold team member
426 present will rule on the challenge.

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

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

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434 In the event an individual or team is disqualified according to competition rules prior to the
435 conclusion of the event, the disqualified individual or team must report to their faculty advisor or
436 sponsor. If the faculty advisor or sponsor feels the disqualification is unfounded, they must submit
437 a written appeal within 2 hours of the disqualification. Disqualified individuals are ineligible for
438 individual awards or team trophies.

439
440 In the case of disqualified individuals, all appeals will be reviewed by the competition host
441 coordinator, who may consult additional gold team members as appropriate. The presence of the
442 faculty advisor or sponsor or disqualified individual is not required. All decisions made by the
443 host coordinator with regard to individual disqualifications are final. Disqualified teams are also
444 ineligible for individual awards or team trophies.

445
446 In the case of a team disqualification, all appeals will be reviewed by the entire Gold team, with
447 input from the appropriate White Team member, and the faculty sponsor. The faculty sponsor
448 may make the case for reversal of the appeal.

449
450 All decisions of the White and Gold teams with regard to competition results are final upon
451 conclusion of the event. At no point during the appeals process will any white or gold team
452 member be permitted to rule on their own prior decision(s).

453
454 ***Article VII. Amendments & Ratification***

455 Amendments and revisions to this charter must be submitted in writing at a regular meeting of the
456 SECCDC BoA, which may be conducted electronically. All proposed revisions will be voted on
457 electronically. In order to adopt the amendment or revision, a majority vote (50% plus 1) of a quorum of
458 the general membership is necessary.

459
460 **This charter and bylaws was adopted and approved on January 1, 2008.**

461 **1st Revision: ratified January 10, 2010.**

462 **2nd Revision: ratified April 22, 2014.**