

CONSTITUTION
OF
REDROOM

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1. Definitions

“ECU Guild” refers to the Student Guild of Edith Cowan University, herein referred to as the “Guild”

“Member” is a person who meets the requirements of Article 4.2 and abides by Article 5.1

“Executive Member” is a member of the Club who has been elected to the Executive Committee via Article 5, and follows the responsibilities shown in Article 10

“Executive Committee” refers to the members appointed to the positions as indicated in Article 10.5

“Guest” refers to an individual who participates in the Club’s activities, who meets the requirements of Article 3.2. and abides by Article 5.1.

“Individual” refers to a guest or member of the Club

“Committee” refers to any member of the Club who is part of the General or Executive Committee

2. Name and Purpose

2.1. The name of this club shall be “RedRoom”, herein referred to as the “Club”

2.2. The purpose of the Club is to:

- i. teach students in cyber-security related topics,
- ii. allow students to grow and learn computing and leadership skills,
- iii. encourage mutual support and collaboration among members, and
- iv. develop soft skills, such as public speaking, raising confidence in personal abilities.

2.3. The Club mission statement is “To empower students through knowledge, to promote the study of cyber security, and foster a supportive community that enables growth.”

2.4. The Club commits to abiding by the Guild’s Code of Conduct, and upholding the values of the people that it represents



3. Guest

3.1. For a person to become a guest, they must adhere to Article 3.2. and 5.1.

3.2. Eligibility

- 3.2.1. Guests are Individuals who have an interest in Computer Science and Cyber Security; and
- 3.2.2. Must be actively enrolled with an educational institution.

4. Membership

4.1. For an Individual to become a member, they must submit the Membership Application, adhere to Article 4.2. and Article 5.1.

4.2. Eligibility

- 4.2.1. Membership shall be open to ECU students past and present who have an interest in Computer Science and Cyber Security
- 4.2.2. Parental approval must be obtained for prospective members under the age of 16
- 4.2.3. There shall not be a cost associated with becoming a member

5. Membership Rules

5.1. All Individuals agree to abide by the following club rules:

- i. The Club is an all-inclusive organisation; with no tolerance towards discrimination of age, disability, gender, ethnicity, religion, or sexual orientation of any member of the Club.
- ii. The Club does not permit members to engage in any form of harassment, bullying, humiliation or other such forms of abuse.



- iii. The Club does not allow any form of sexual abuse or harassment against any member of the Club
- iv. The Club is an advocate for the ECU Guild and commits first and foremost, to serving the interests of ECU Students and, by association, the Guild, above any other internal or external organisations and/or interests.
- v. The Club maintains a zero-tolerance policy toward any illegal activities by members, whether conducted during or in connection with Club participation.
- vi. Members of the Club are expected to act with integrity, ensuring that any skills or knowledge acquired are applied only in a lawful, ethical, and constructive manner.

5.2. Grounds for Disciplinary Action

- 5.2.1. Members who are observed to either:
 - i. conflict with the purpose of the Club (shown in article 2.2),
 - ii. not abide by the Guild's Code of Conduct,
 - iii. not abide by ECU's Code of Conduct,
 - iv. make disparaging comments about the Guild or the club, its elected officers, employees, members and other stakeholders,
 - v. display hostile or unwanted behaviour towards other members of the club,
 - vi. not abide by the Membership rules outlined in 5.1,

will be subject to consequences, delivered in article 5.3.

5.3. Disciplinary Action

- 5.3.1. If any Individual breaks any of the rules outlined in 5.1, they will be subjected to disciplinary action, outlined below:
- 5.3.2. If a member's intentions within the club is brought into question, the Executive Committee must discuss possible consequences, depending on the severity of damage caused by the individual
- 5.3.3. Consequences can range from:
 - i. a warning,
 - ii. temporary exclusion from participating in the Club,
 - iii. to permanent removal from the Club



- 5.3.4. Delegation of such consequences is up to the discretion of the Executive Committee but must be just and proportionate to the Individual's actions
- 5.3.5. The disciplinary action chosen must be approved by majority of the Executive Committee before it is enacted

6. Appeals

If an Individual who has received disciplinary action believes it is unjustified, they can appeal the decision, following the process below:

- 6.1. They must contact a Committee Member, requesting an appeal in writing
- 6.2. A tribunal is to be held within a month from the Committee Member acknowledging the request, where:
 - 6.2.1. At least 5 members of the Committee are to be in attendance, and;
 - 6.2.2. At least one must be an Executive Committee Member
- 6.3. The tribunal will allow the member to defend their case, clearly stating why they believe the disciplinary action given was unjustified
- 6.4. The attending Committee Members will then review the evidence of the offence, considering the Member's defence, to reach a new disciplinary action that is to be agreed upon by 2/3rds of the attendees
- 6.5. The Individual will be informed of the new decision and will be applied as soon as possible
- 6.6. An Individual only has one chance to appeal a disciplinary action

7. Term Of Office

- 7.1. The Term of Office for an Executive Member begins when the member:
 - i. Is elected at an annual general meeting under article 12.5; or
 - ii. Is appointed to fill a casual vacancy under article 8.9.1.
- 7.2. The Term of Office for an Executive Member will end when:
 - i. The resolution of the next Annual General Meeting,
 - ii. The Member resigns their position,



- iii. The Member dies; or
- iv. The Member is elected out via article 11.1.

7.3. The Term of Office for a General Committee Member begins when the member:

- i. Is appointed after application is accepted

7.4. The Term of Office for a General Committee Member ends when the member:

- i. Resigns/requests to leave
- ii. Removed via article 11.2.
- iii. Death

7.5. A Member can be re-elected under article 8, provided they still meet the eligibility requirements of article 10.2.

8. Election Process

8.1. The election must be held at a General Meeting where 75% of members must be present, or at the Annual General Meeting (Article 12.5.1.)

8.2. Each member has one vote

8.3. The election must be held by Ballot, where a potential nominee must obtain majority of the votes from the attendees to be elected

8.4. Speeches must be given from all nominees, capped at 5 minutes with a professional tone, inclusive of discussion

8.5. In the event of a tie, all attendees will re-vote on explicitly the nominees who were tied

8.6. If another tie occurs, then;

8.6.1. For an election of one Executive member, then all current Executives will re-vote.

8.6.2. For an election of the replacement of the whole Executive Committee, the previous Executive members will re-vote.

8.6.2.1. If another tie occurs, then a tie-breaker vote will occur, via Article 12.9.

8.7. If no-one or only one nominee is running for a role, then a one-week pending period will occur, where an announcement will be released to all Club members advertising the position



- 8.7.1. If more than one nominee runs for the position after this, then a ballot vote will be held, which will follow the same proceedings as 8.3-8.6.
 - 8.7.2. If there is only one nominee for the position after this period, then they will automatically get the role, without the need of a vote.
 - 8.7.3. If no-one applies for the position, then the role will be left vacant, with their responsibilities and duties being fulfilled by the other Executive Members, until the position can be filled, following the same procedure outlined in this article.
- 8.8. In the case of a nominee is elected for multiple positions, they will assume the highest ranking position, as referred to in Article 10.8.
 - 8.9. Under the circumstance that three or more Executive Committee positions have become vacant, an election will occur for all vacant positions.
 - 8.9.1. If two or less Executive Committee positions are vacant, then a current Member may be selected to temporarily fill the position (with their consent) by the current Executive Committee Members, until the next election or Annual General Meeting (Article 12.5.1).

9. General Committee

9.1. Eligibility

- 9.1.1. Must be approved by an executive member
 - 9.1.2. Supported by another member of the Club
 - 9.1.3. Member for at least one month before applying
- 9.2. Sub-roles are to be defined at will by the Executive Committee

10. Executive Committee

- 10.1. Management of this Club shall be vested in an Executive Committee, democratically elected in Article 8, to uphold these rules

10.2. Eligibility

- 10.2.1. Has currently served less than 3 Terms of Office, as defined in Article 7



- 10.2.2. Has been a current member of the Club for at least 3 months
- 10.2.3. Must be supported by another member of the Club
- 10.3. There shall be 6 Executive Committee positions
- 10.4. One member cannot hold more than one Executive Committee position
- 10.5. The Executive Committee governs the Club, which comprises of the following positions with their responsibilities:

10.5.1. RedRoom Lead (President)

- i. shall be responsible for the overall direction and management of the Club and act as an official representative and spokesperson on behalf of the Club; and
- ii. are obligated to coordinate and supervise the work of the Executive Committee; and
- iii. preside over any meeting where present and decide the meeting procedures; and
- iv. have the additional casting vote where a vote on any matter is a hung decision.

10.5.2. Operations Lead (Vice President & Secretary)

- i. Shall be responsible for overseeing the general operations of the club, ensuring activities run smoothly; and
- ii. assist the RedRoom Lead with administrative duties (e.g., scheduling meetings, organising events, setting the weekly schedule); and
- iii. take the lead in running club meetings in the RedRoom Lead's absence; and
- iv. handle internal communications to ensure all members are informed about upcoming events and important announcements; and
- v. ensure tasks are properly delegated across other roles, ensuring accountability.

10.5.3. Master of CTFs

- i. Shall stay up-to-date on upcoming CTF competitions and share this information with the club; and



- ii. develop practice sessions, challenges, or study groups to help members prepare for CTFs; and
- iii. help track competition performance and suggest areas for skill improvement; and
- iv. maintain a public list of recommended software and tools for CTF challenges; and
- v. expand Members' skills by organising workshops that are beneficial to them.

10.5.4. Systems Overseer

- i. Shall manage club-related technology platforms such as Discord, GitHub, and any web systems or competition servers; and
- ii. ensure that all systems are secure, up-to-date, and functioning correctly for club needs; and
- iii. develop and manage work groups for new utilities and tools; and
- iv. collaborate with the Master of CTFs to set up and manage any tech requirements for upcoming competitions.

10.5.5. Member Integration Specialist (MIS)

- i. Shall onboard new members, introducing them to the club's resources, events, and community guidelines; and
- ii. organise CTF workshops or beginner-level sessions to help new members understand CTFs; and
- iii. act as a mentor to new members, helping them find resources and improve their skills; and
- iv. track the progress of new members and support their journey toward participating in competitions; and
- v. keeping an account of the Club's finances

10.5.6. Industry Liaison

- i. Shall attend industry events, conferences, and meetups on behalf of the Club; and
- ii. develop relationships with industry professionals and partners who can support the Club's growth; and



- iii. keep the Club informed of upcoming industry events and opportunities for skill development; and
 - iv. coordinate guest speakers for workshops from industry professionals; and
 - v. work closely with the RedRoom Lead and Operations Lead to ensure partnerships align with Club goals; and
 - vi. be responsible for the management of marketing and promotional activities relating to the Club.
- 10.6. Under the circumstance that no-one inhabits the RedRoom Lead's role within the Executive Committee, the Operation Lead will temporarily fulfil the duties of the President, until a new one is elected via article 8.
- 10.7. A minimum of 3 executive positions need to be filled at a time, being:
- i. The President/Operations Lead;
 - ii. Master of CTFs;
 - iii. Any remaining Executive position
- 10.7.1. If this has not been achieved, then a Special Resolution Meeting (Article 12.8.) must be held within a month, where an election is held (abiding by Article 8) for all vacant roles.
- 10.8. Hierarchy of positions are as followed:
- i. RedRoom Lead (President)
 - ii. Operations Lead (Vice President & Secretary)
 - iii. Master of CTFs
 - iv. Systems Overseer
 - v. Member Integration Specialist
 - vi. Industry Liaison



11. Removal from Committee

11.1. Removal from Executive Committee

- 11.1.1. Under the circumstance that an Executive Committee member is unable to fulfil their duties and responsibilities beyond what is reasonably acceptable depending on their circumstances, a general meeting can be held (Article 12.5), where a majority vote is required to remove the member from their role.

- 11.1.2. All Executive members must be present

11.2. Removal from General Committee

- 11.2.1. Under the circumstance that a General Committee member is unable to fulfil their duties beyond what is reasonably acceptable depending on their circumstances, then the General Committee member can be removed from their role, with the approval of the President, and one other Executive Member

- 11.2.1.1. If the position of President is vacant, this approval will fall on the Operations Lead

12. Meetings

- 12.1. All meetings require a detailed Minutes of Meeting, that is to be completed within a week of the meeting commencing
- 12.2. The objective of the meeting must be clear to all members that are invited to attend
- 12.3. Objectives of the meeting must be relevant to all members in attendance
- 12.4. If attendance rates of the meeting (detailed in Article 12.5 – 12.8) are not met within 30 minutes of the planned start time, then the meeting is classified as unsuccessful, and all votes cast in that meeting are null and void, with a new meeting required for a vote
 - 12.4.1. Annual general meetings are exempt from this



12.5. General Meetings

- i. Used for a range of topics that primarily concern the entire club and all members
 - ii. Must provide minimum 21 days' notice to all members that are to attend
 - iii. A successful meeting will contain 50% of all members of the club
- 12.5.1. A minimum of one General Meeting must be held per year, known as the Annual General Meeting (AGM)
- i. There is no mandatory attendance for Members, but Executive Members must follow clause 12.7. iii.

12.6. Committee Meetings

- i. Used for topics pertaining to the function and objectives of the club
- ii. Must provide minimum 14 days' notice to all committee members
- iii. A successful meeting will contain 75% of current Committee Members of the Club

12.7. Executive Meetings

- i. Used for events that determine important operations of the club that are required to meet objectives
- ii. Must provide 1 weeks' notice to all Executive Committee Members
- iii. A third of the Executive Members can be absent before it is considered an unsuccessful meeting

12.8. Special Resolution Meetings

- i. This refers to a meeting held that impacts the entire club, to address and resolve an issue that can be detrimental to the club, or requires an urgent resolution
- ii. Must provide 14 days' notice to all Members of Club
- iii. A successful meeting will contain 50% of all members of the Club
- iv. Can be requested by a group of at least 10 members, or by the Executive Committee
 - a. An Executive Meeting must be held before the Special Resolution meeting, discussing the same objectives.



12.9. Tiebreaker

- 12.9.1. In the event of any vote within a meeting (excluding elections) results in a draw, then the highest filled position in the Executive Committee (Article 10.8.) will have the final vote.

13. Financial Dealings

- 13.1. The assets and income of the organisation shall be applied solely to further its objectives and no portion shall be distributed directly or indirectly to the members of the organisation except as genuine compensation for expenses incurred on behalf of the organisation
- 13.2. Financial year of the Club will be from the 1st of July to the 30th of June the following year
- 13.3. Any necessary payments that are to be made to any individual or entity (under the assumption that clause 13.1 is met) must be properly documented, with an agreement of cost to support it, fully stating what was given and received in the exchange.
- 13.4. Funds are to be controlled solely by the Member Integration Specialist as long as approval is gained from the President or Operations Lead and one additional Executive Committee Member to perform a financial action

14. Documentation

14.1. Minute of Meetings

- i. All information discussed in any meeting must be properly recorded and summarised
- ii. Must be available upon request for members who were invited to the meeting

14.2. Membership Registrations

- i. A record of all members of the Club must be kept and available for use at all times
- ii. Must be updated every month to maintain credibility and availability



- iii. Must only be used for Guild reports and to the benefit of the Club, and cannot be accessed for personal reasons
- iv. Can only be available for Executive Members when required for their responsibilities

14.3. Financial Records

- i. All information pertaining to incoming financial aid from source (article 13), receipts of purchase, and Guild funding must be properly documented
- ii. Budgets and proposals are to be organised quarterly for the Guild's use
- iii. Tax receipts must be stored and kept in a safe location as a proof of purchase for our reports
- iv. Can only be made available to the President, Operations Lead and Member Integration Specialist

15. Updating Constitution

In the event that the constitution needs to be amended, or new rules need to be added, the following procedure will occur:

- 15.1. The change of constitution can be requested by any Member of the Club
- 15.2. All members will be given 30 days to read over the possible changes to the Constitution
- 15.3. It is then to be discussed in a Special Resolution Meeting (see article 12.8), outlining what this change will mean for the Club
- 15.4. 75% of attendees must agree to the change, for it to be enacted
 - i. If the vote does not pass, then no change will occur
- 15.5. Once it is passed, it will be added to the Constitution as soon as possible, and the Guild will be informed of this change
- 15.6. The request for amending the Constitution in a particular way can only occur twice per Financial Year



16. Dissolution of the Club

- 16.1. In the event of the organisation being dissolved, all assets that remain after such dissolution and the satisfaction of all debts and liabilities shall be transferred to the Guild which has rules prohibiting the distribution of its assets and income to its members.

