



# REDCLIFFE AND DISTRICT WOODCRAFT SOCIETY BYLAWS

## Preamble

Each of the terms “RDWS”, “Society”, and “Club” means Redcliffe and District Woodcraft Society Inc.

These by-laws are made, amended or repealed, pursuant to Rule 42.

The purpose of these by-laws is to help facilitate the efficient administration and operation of RDWS, for the overall benefit of the membership.

These by-laws have been intentionally written in plain English, so that members can more easily understand them.

A copy of these by-laws is to be available to the Members on the Society website or by email.

These by-laws come into effect at 3pm 12 February 2019.

## The Bylaws

### **1. Membership**

- 1.1 This by-law provides further detail to clauses 7, 8A and 9.
- 1.2 A new applicant becomes a member once they have completed an application for membership, paid the application fee and they receive advice in writing from RDWS advising that their application has been accepted.
- 1.3 A person renewing their membership receives renewed membership after they have completed the renewal form, paid the renewal fee, and received a new membership badge.
- 1.4 Annual membership expires on 30 June each year. A member who has not paid their membership fees and completed a membership renewal form by 1 July is no longer financial and in accordance with Rule 10(6) is no longer a member and is not entitled to any of the benefits of membership.
- 1.5 Former members whose membership has lapsed in accordance with Bylaw 1.4, and who before 30 September complete an application for membership renewal, pay the appropriate full annual fee and receive a new membership badge may reinstate their membership without the necessity to reapply as a new member.
- 1.6 If a former member who did not renew their membership before 30 September, wishes to obtain RDWS membership they must make a new membership application (not a renewal) and reapply for machine competency assessment on prescribed machines.

### **2. Termination of membership**

- 2.1 In these By-laws the provisions of Part 2 – Termination of Membership, are to be read in conjunction with Rule10(3)(c).
- 2.2 RDWS is committed to providing a safe environment within which members can enjoyably perform their activities. RDWS has a zero tolerance approach to unlawful, inappropriate or unsafe behaviour, and to members under the

influence of alcohol or a drug or a volatile substance, as set out in By-laws 2.3(a), 2.3(b), 2.3(c) and 2.3(d).

- 2.3 The following circumstances are deemed to be matters “considered to be injurious or prejudicial to the character or interests of the association” referred to in Rule 10(3)(c), namely a member who:
- (a) attends the RDWS premises under the influence of alcohol or a drug or a volatile substance,
  - (b) at the RDWS premises uses alcohol, an illegal drug or a volatile substance, except if the Management Committee authorises the use of alcohol on a particular occasion,
  - (c) engages in bullying, discrimination, or vilifies another person,
  - (d) causes an unsafe incident that in the opinion of the Management Committee caused actual damage to property and/or injury to person(s) or had the potential to damage property or injure people and its effects or potential effects were, in the opinion of the Management Committee, serious enough to warrant termination of the individual’s membership,
  - (e) demonstrates an ongoing pattern of behaviour whereby RDWS rules and operating procedures are not followed,
  - (f) is deserving of a sanction after two written formal warnings in the terms of By-law 2.6.
- 2.4 Reserved – Show Cause procedure.
- 2.5 Termination of membership will be considered at an ordinary or special Management Committee meeting and if the person’s membership is terminated, that decision will be advised in writing to the person, as required by Rule10(5).
- 2.6 Where the Management Committee deems that a member’s conduct does not warrant termination of membership and that a lesser sanction shall nonetheless apply, the member concerned may be issued with a formal written warning. A member can only receive two written warnings. Subsequent to a second written formal warning, conduct by the member considered by the Management Committee to be deserving a sanction, may result in the Membership Committee determining that termination of membership shall occur pursuant to Rule10(3)(c), for the reason that the evidence resulting in each of the written formal warnings and the evidence relating to the subsequent conduct, are deemed to establish that the member has conducted himself or herself in a way “considered to be injurious or prejudicial to the character or interests of the association”, pursuant to Rule 10(3)(c).

### **3 Member Fitness for Society Activities**

- 3.1 RDWS is committed to providing a safe and enjoyable place for members to use. Noting the inherently hazardous nature of many activities performed at RDWS, and the types of tools, machinery and equipment used, RDWS expects that in return members ensure that they are “fit for work”.
- 3.2 Members are only to attend the RDWS premises and perform activities if they are physically and mentally fit to safely perform those activities. It is each member’s individual responsibility to ensure that they are fit to perform their proposed activities safely.

- 3.3 If any member of the Management Committee, or Captain Woody, observes a person who appears not to be fit to safely perform their activities, that person is to be asked to demonstrate their fitness. If doubt remains as to the person's fitness, the person must be directed to cease the activity, or if the activity has not commenced to not commence the activity.
- 3.4 Any member who observes another person who appears not to be fit to perform the activity that the person is undertaking is to alert a member of the Management Committee, or Captain Woody.

#### **4 Special Roles filled by Members**

- 4.1 From time to time the Management Committee may appoint members to special roles within RDWS. These roles may include, but not be limited to Captain Woody, Woodmizer & Timber Co-ordinator, Events Co-ordinator, Redcliffe Show Convenor, Librarian, Amenities Cleaner and Groundsperson (grass cutting). Members appointed to such a role are to perform that role in accordance with a duty statement provided to them. The Management Committee may rescind a member's appointment to such a special role by giving the member two weeks' notice. Any member in such a special role who wishes to cease acting in that role may end their appointment to that role by giving the Management Committee two weeks' notice. Notice by either party shall be in writing.
- 4.2 RDWS participation in the annual Redcliffe Show is the Society's biggest and most important external event. The Management Committee is to appoint a suitably experienced Member as the Redcliffe Show Convenor for each annual Redcliffe Show entry, and related craft exhibits, judging and sales. The convenor will be responsible for the complete design, planning, and execution of RDWS's show event. The convenor is to use the RDWS Redcliffe Show Standard Operating Procedure in performing the Convenor's duties.

#### **5 Fees and charges levied on members**

- 5.1 In accordance with Rule 8(1)(a) membership fees are set and may be changed only at a general meeting. This also applies to the daily attendance charge.
- 5.2 Other fees and charges payable by members are governed by this by-law.
- 5.3 Other fees and charges include, but may not be limited to:
- (a) milling timber,
  - (b) wood sales,
  - (c) other product sales ( eg sandpaper, glues, fittings, other consumables, surplus library books),
  - (d) soft drinks.
- 5.4 Excepting annual membership fees and the daily attendance charge, the Management Committee is to decide all other fees and charges levied on members, and may vary such fees and charges at any time, at a Management Committee meeting. Up to date fees and charges are to be available to the Members on the Society website or by email.
- 5.5 Quoted fees and charges for custom-built items must be approved by the President, Treasurer and member doing the work, with the Treasurer maintaining a written copy of the approved amount(s).
- 5.6 The Society is to establish a facility to receive payments by PayPal or other credit/debit provider decided by the Management Committee.

## **6 Policies and Procedures**

- 6.1 RDWS is to have a Policies and Procedures Manual (PPM) that is available to the Members on the Society website or by email. The purpose of the Manual is to ensure that:
- (a) RDWS meets basic statutory and common law obligations
  - (b) the Management Committee has a clear set of policies and procedures which it can use in the making of decisions related to RDWS activities
  - (c) all members clearly understand their obligations in relation to performing activities at RDWS.
- 6.2 The Management Committee is to convene a Machinery and Safety Sub-Committee (MSSC) which is responsible for the preparation and administration of policies and procedures covering the following aspects of RDWS operations:
- (a) safety including fire and electrical safety,
  - (b) maintenance and repair of tools and machinery,
  - (c) recommendations for new tools and machinery,
  - (d) incident reporting and investigation,
  - (e) emergency response ( to things such as injury or fire),
  - (f) evacuation plan,
  - (g) dust management,
  - (h) waste management,
  - (i) storage, use and disposal of hazardous substances.
- 6.3 The MSSC is to as necessary, make recommendations to the Management Committee regarding amendments to the PPM.
- 6.4 The Management Committee is to establish a training and assessment program to qualify members to use prescribed machinery and appoint a member to administer the program. The program is to be detailed in the PPM.

## **7 Membership Booklet**

- 7.1 A membership booklet, approved by the Management Committee
- (a) will be produced; and
  - (b) will be reviewed,
- as determined by the Management Committee and will be available to the Members, at least on the Society website or by email.
- 7.2 The membership booklet is to address as a minimum:
- (a) Welcome and Society goals,
  - (b) The Rules, Bylaws, and Policies and Procedures Manual ( eg where are they kept, can members access them),
  - (c) What activities are practised at RDWS,
  - (d) Names of the Management Committee members, their contact details and their roles,
  - (e) Special roles and who fills them,

- (f) New member induction,
- (g) Member obligations/assistance/helping out,
- (h) Attendance requirements ( sign, in sign out, Personal Protective Equipment (PPE), must be two people etc, opening times),
- (i) Safety, first aid, emergency response,
- (j) Captain Woody,
- (k) Weekly program ( what is usually on each day),
- (l) Redwood newsletter,
- (m) Club Website,
- (n) Use of RDWS tools and machinery (what requires training, what does not, clean up, who to ask),
- (o) Training,
- (p) Notice boards,
- (q) Library,
- (r) Items for sale,
- (s) Timber milling and sales,
- (t) External events program and fundraising,
- (u) Visitors.