

BRIBIE AND DISTRICT WOODCRAFTERS ASSOCIATION INC. (THE ASSOCIATION)

BY-LAWS

The following By-Laws and any subsequent amendments thereto, are to be read in connection with and are subservient to the Rules of the Association.

1. For the purposes of these By-Laws:

- a)** the Association's major emphasis is at all times directed to the greatest possible policy of personal and collective safety in all aspects of the operation of the tools/equipment and other property of the Association;
- b)** the Association Premises, hereafter known as the premises, are those premises occupied by the Association as of right;
- c)** the Custodians of the Keys are members approved by the Committee to hold the keys to the premises on behalf of the Committee;
- d)** the Operational hours of access to the Association premises are 8:00 AM to 4:00 PM Monday to Friday;
- e)** outside Operational Hours, access will be subject to the approval of any member who is Custodian of the Keys;
- f)** the Duty Officer is the member, nominated by the committee, as responsible for the good conduct of the premises, at a particular time;
- g)** where the nominated member is unable to attend, that member may appoint another member for this function;
- h)** outside Operational Hours that member shall be the member to whom the keys of the premises are issued by a Custodian of the Keys; and
- i)** the Security of the premises, e.g. locking of doors and windows is the responsibility of the Duty Officer.

2. All members attending the premises:

- a)** shall promptly record their arrival and departure at the premises in the register provided for that purpose;
- b)** shall not operate any tool/equipment unless accredited on that equipment or supervised by at least one other accredited member and be confident that they can do so without danger to themselves or others;

- c)** shall not enter or remain on the premises unless accompanied by at least one other member;
- d)** shall comply with this Associations Accreditation Safety Procedures in respect of all property of the Association on the premises;
- e)** shall refrain from consuming alcoholic beverages within the premises - unless at a social function, previously approved by the Committee;
- f)** shall not smoke on the premises unless four (4) metres away from the concrete apron or awning;
- g)** shall ask for assistance from duty officer or a senior member present if unsure about any operational procedures;
- h)** shall be required to reimburse the association for damage to equipment caused by that member's blatant misuse or abuse of that equipment; reimbursement to be determined by the committee;
- i)** shall use association equipment only on days nominated by the committee, e.g. Monday, Thursday or Saturday mornings or by specific permission of the tutorial class leader;
- j)** shall at all times adhere to and observe workshop rules; and
- k)** all members will, at least once annually, participate in a one-hour workshop based on the familiarisation and utilisation of the contents of the association's first aid cabinet.

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