

Bribie and District Woodcrafters Association Inc.

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 - *refer Clauses 26.1 to 27.2 of the Association's Constitution.*

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 operational hours of access to the Association premises are 8:00 AM to 4:00 PM Monday to Friday
- d) outside operational Hours, access will be subject to the approval of the Management Committee (Committee)
- e) the Duty Officer is the member, nominated by the Committee, as responsible for the good conduct of the premises, at a particular time; where the nominated member is unable to attend, that member may appoint another member for this function
- f) the security of the premises, e.g. locking of doors and windows is the responsibility of the Duty Officer (as per the Duty Officer Report Sheet)

2. All members attending the premises

- a) excluding those on official business, members shall not enter or remain on the premises unless accompanied by at least one other member
- b) shall promptly record their arrival and departure at the premises in the register provided for that purpose
- c) 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
- d) shall comply with this Associations "Accreditation Policy and Safe Operating Procedures" in respect of all property of the Association on the premises
- e) shall not bring or consume illicit drugs or alcohol on the Association's premises, or operate equipment while under the influence of illicit drugs or alcohol – ***alcohol may be consumed at social function, approved by the Committee***
- f) shall not smoke/vape on the premises unless four (4) metres away from the concrete apron or awning
- g) shall not express views, whether spoken, written, or electronically communicated that may be perceived as: ♦ offensive ♦ threatening ♦ personally abusive or belittling to any person ♦ detrimental to Woodcrafters' community standing
- h) must be respectful to all people regardless of personal differences, culture, gender, non-binary, religious or political beliefs
- i) shall ask for assistance from duty officer or an accredited senior member present if unsure about any operational procedures

- j) shall be required to reimburse the association for damage to equipment caused by that member's incorrect use of that equipment and/or by not complying with the Association's "Accreditation Policy and Safe Operating Procedures". Reimbursement to be determined by the Committee
- k) shall use Association equipment only on days nominated by the Committee
- l) shall at all times adhere to and observe workshop rules and comply with the Association's "Accreditation Policy and Safe Operating Procedures"
- m) 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
- n) must pay membership fees for the upcoming year no later than 31st December of the current year of membership. Unfinancial members **will not be** permitted access to any workshop facilities or equipment
- o) if non-financial for more than 12 months, must reapply as a new member and undertake induction training and undergo accreditation prior to use of any workshop equipment

