

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.

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 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; where the nominated member is unable to attend, that member may appoint another member for this function; outside Operational Hours that member shall be the member to whom the keys of the premises are issued by a Custodian of the Keys
- g) 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 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 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 incorrect use of that equipment and by not complying with the "Accreditation Policy and Safe Operating Procedures" manual. 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
- 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