

SUNNYBANK DISTRICT COMMUNITY MEN’S SHED INC.

(ABN 73 410 594 984)

BY-LAWS

1 Purpose

- 1.1 Clause 2 (3) of the Sunnybank District Community Men’s Shed Inc.’s Rules (hereafter called “the Shed’s Rules” allows the Management Committee to make, amend or repeal By-Laws, not inconsistent with the Shed’s Rules, for the internal management of the association. Such a By-Law may be set aside by a vote of members at a General Meeting of the association.
- 1.2 These By-Laws are developed to:
 - (a) elaborate on and/or clarify various sections of the Shed’s Rules.
 - (b) state policies on various matters that have been adopted by the Management Committee.
 - (c) reduce the need to raise routine matters at Committee and General Meetings.
- 1.3 These By-Laws are to be filed with the Shed’s Rules, and made available to any Member who requests to view same.

2 Membership (ss 6 - 14 of the Shed’s Rules)

- 2.1 The application for Membership Form currently approved by the Management Committee for use by the Shed appears as Appendix A to these By-Laws.
- 2.2 If a Member of the Shed needs to be supervised at the Shed by a Carer, that Carer himself must apply to become a Member of the Shed.
- 2.3 The amount of the joining fee and the annual membership fee are to be decided by the Management Committee prior to 30 June each year, and preferably at its May Meeting.
- 2.4 The amount of the joining fee and the annual membership fee for each current year is to be listed in the Schedule to these By-Laws.
- 2.5 All Members are requested to complete an Emergency Medical Form and contact details so as to permit the Shed to render immediate assistance to a Member who may fall ill while at the Shed and give information to appropriate Health Professionals or Paramedics. While completion of such a form will not be mandatory on the part of a Member, not doing so may result in the Shed’s reduced ability to render appropriate assistance in the event of an emergency arising and thereby limiting its “duty of care” liability. The Emergency Medical Form appears as Appendix B.
- 2.6 New Members may not use the Shed’s facilities or services until they have paid the joining fee and the membership fees in full.
- 2.7 Existing Members are given until 30 September of each year to pay their annual membership fees. If no payment is made by that date, the Member may not attend the Shed or participate in any of its activities until the required payment is received.
- 2.8 Should an existing Member fail to pay the annual membership fees by 30 September, that Member is to be contacted by letter, phone SMS or email by either the Treasurer or the Membership Officer in order to ascertain whether the Member is going to renew his membership of the Shed. A Member who then does not forthwith pay the required fees is not to be allowed to participate further in any of the Shed’s activities.
- 2.9 A person who pays membership fees after the deadline of 30 September will need to re-join as a new member and pay the joining fee in addition to the yearly membership fee.
- 2.10 Members are to pay an attendance fee each session they attend the Shed and at the rate set from time to time by the Management Committee. The amount of the attendance fee is to be identified in the Schedule to these By-Laws.
- 2.11 An amount is to be set aside from the attendance fee as a contribution to the Special Purpose

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Account, such amount to be identified in the Schedule to these By-Laws.

3. Secretary and Management Committee (ss.15 – 29 of the Shed’s Rules)

- 3.1 The position of Secretary of the Management Committee is to be the person who is elected to be Secretary of the Shed at the Shed’s Annual General Meeting.
- 3.2 Meetings of the Management Committee are to be held in the morning on the third Friday of each month, but may be moved to another day, date and time by agreement of the Committee’s Members or if special circumstance dictate such a move is necessary.
- 3.3 Minutes of Committee Meetings are to be posted on the Shed’s Notice Board.
- 3.4 Shed Members who are elected to the Management Committee are to be advised that, in accordance with s15 of the Associations Incorporation Regulation 1999, they must take all reasonable steps to ensure the incorporated association complies with that Regulation, as a failure to do so may result in a maximum penalty of 4 penalty units may be imposed by a Court of Law.
- 3.5 The Members to be elected to positions at the Annual General Meeting, in addition to the President and Treasurer, are to be Vice-President, Secretary and five (5) committee members. The Immediate Past President is to be an ex officio member of the Committee.
- 3.6 Sub-Committees may be formed by either the Management Committee at one of its Meetings or the President. Standing Sub-Committees are to be determined from time to time by the Management Committee .
- 3.7 Membership details of any Standing Sub-Committee or an Ad Hoc Sub-Committee are to be Listed in the Schedule.

4. Annual General Meetings (ss 30 – 33 of the shed’s Rules)

- 4.1 The Annual General Meeting of the Members of the Shed is to be held in September each year.
- 4.2 The Annual General Meeting is a General Meeting for the purposes of ss 34 – 40 of the Shed’s Rules.
- 4.3 For the purposes of the Associations Incorporation Act 1981 and the Regulations made thereunder, the Shed’s current Association’s “level” is to be identified in the Schedule.
- 4.4 As section 59 of the Act applies to the Shed, the Shed’s annual financial statements for the period 01 July in one year to 30 June in the next are to be certified as correct by an approved person (not an auditor or an accountant) who has been granted this status by the appropriate Government Department.
- 4.5 An elected Parliamentary or Council representative is to be asked to chair the Annual General Meeting.

5. General Meetings (ss 34 – 40 of the Shed’s Rules)

- 5.1 At least one General Meeting is to be held during the year in addition to the Annual General Meeting.
- 5.2 Members are to be invited to put forward items on the Agenda for general discussion at these Meetings.

6. Finance (ss 42 – 46 of the Shed’s Rules)

- 6.1 The details of the bank account(s) and any term deposits are to be listed in the Schedule.
- 6.2 Signatories to these accounts are to be changed promptly on changes to the occupiers of the applicable Executive positions. The identities of the current signatories are to be listed in the Schedule.
- 6.3 A Finance Sub-Committee is to exist and consist of at least three (3) Shed members, with at least one not being an elected Committee member
- 6.4 The Finance Sub-Committee is to meet at least three times during the year.

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- 6.5 Financial statements for each fiscal year are to be certified by a person approved by the Associations Incorporation Section of the Queensland Office of Fair Trading.
- 6.6 Where possible, all payments to suppliers of materials and equipment to the Shed are to be paid by electronic means. After setting up an electronic payment, the Treasurer is to request another electronic signatory to authorise the payment.
- 6.7 An eftpos facility in the form of “the square” has been set up and is linked to the Shed’s bank account. This facility may be used both internally (for example, membership fee payments) and externally (for example, at fund raising BBQ’s).
- 6.8 At least two (2) receipt books are to be used to receive monies, one of which must be used exclusively to receipt joining and membership fees.
- 6.9 Receipting of monies that are donations to the Shed is to be done with care and, if the Shed is accorded deductible gift recipient status, in line with any requirements listed by the Australian Taxation Office.
- 6.10 The Shed is to remain registered with the ACNC (a federal body) and is to comply with all requirements of registration on an ongoing basis.
- 6.11 The combination of the money safe in the Shed’s office is to be known only by the President and Treasurer.
- 6.12 Wherever possible with general monies, fund-raising events and donations, two (2) persons are to be involved in the counting and/or receipting process.
- 6.13 Debit cards to make payments for purchases are to be issued to three (3) Members only, one of whom is to be the President. The names of the other authorised members are to be included in the Schedule to these By-Laws.
- 6.14 Two (2) Members are to be authorised to possess Bunnings Cards and place the cost of purchases on the monthly account at Bunnings. The identities of the Members authorised to possess and use Bunnings Cards are to be listed in the Schedule.

7. Common Seal, Confidentiality and Security

- 7.1 The Common Seal is to be secured in the Shed office under lock and key.
- 7.2 A Confidentiality Agreement is to be signed by a Member prior to that Member’s being given access to important and/or personal information about the Shed and/or its Members.
- 7.3 For security reasons, the code for the key safe containing the restricted key needed to gain entry to the metalwork shed is to be changed periodically; for example, 3 times per year.
- 7.4 Codes for the alarm system are to be given to the occupants of selected positions only, those positions being President, Projects Manager, Shed Managers and trained Supervisors. In special circumstances, the President may issue a code to another responsible person.
- 7.5 To enhance security of the Shed and its property, the closed circuit television system is to receive regular operational checking and maintenance.
- 7.6 One complete set of keys to the Shed’s buildings is to be held offsite so as to ensure that buildings are able to be accessed should the main sets of keys be lost or misplaced.
- 7.7 All Members are to abide by the Code of Conduct adopted by the Australian Men’s Sheds Association. This document has been approved by the Management Committee for use in this Shed. The code is reproduced as Appendix C.
- 7.8 All Members are to abide by the decisions of the Management Committee and, when and where applicable, the Supervisor of the day.

8. Governance Matters

- 8.1 A nominated person, whose position is to be called the Day Supervisor, is to be the administrative representative of the Shed and its Committee on each day that the Shed is open to Members.

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- 8.2 The Day Supervisor is to receive induction into this role prior to being given responsibility for the general supervision of the Shed's operations and its attending Members.
- 8.3 A roster is to be developed to spread the workload of those Members who have volunteered to be Day Supervisors.
- 8.4 The Day Supervisor, as the representative of the Shed and the Management Committee, has the authority to make temporary changes to the general daily operations of the Shed when circumstances emerge that warrant such changes. Examples of temporary changes include, but are not limited to, early closure of the Shed, restricting access to parts of the Shed, shutting down certain machinery or any of the general activities.
- 8.5 As the Shed's premises are leased, the management of the Shed and the conduct of its Members must be in accordance with any stipulations made by the Lessor in the lease documentation or any request (written or oral) emanating from the Lessor.
- 8.6 Procedural Guidelines for various activities or processes may be developed by a person responsible for the applicable activities or processes. These Guidelines are to be observed by all Members.
- 8.7 The Shed's website and Facebook page are to have administrators who are to be identified in the Schedule.
- 8.8 The administrator(s) of the Website and Facebook page are to ensure that only relevant and appropriate content is placed thereon.

(These By-Laws were adopted by the Committee on 19 March, 2021)