

## By-Laws of Indooroopilly Men's Shed Inc.

These by-laws were made by the Management Committee under rule 41.

### 1. Dictionary

1.1. In these by-laws expressions have the following meanings:

|                                 |   |
|---------------------------------|---|
| <b>accused</b>                  | a member responsible for misconduct under by-law 8.5;   |
| <b>Act-</b>                     | Associations Incorporations Act 1981;   |
| <b>IMS -</b>                    | Indooroopilly Men's Shed Inc.;  |
| <b>misconduct -</b>             | conduct contrary to by-law 8.3;   |
| <b>monthly members' meeting</b> | a meeting held in or near the shed open to all IMS members that is not a general meeting under rules 35 – 41; |
| <b>Objects -</b>                | the objects of IMS set out in rule 3;   |
| <b>panel</b>                    | the management committee or a subcommittee under by-law 8.5;  |
| <b>rules</b>                    | the IMS rules; and a numbered rule means the IMS rule with that number;                                       |
| <b>serious misconduct</b>       | misconduct that the management committee determines merits action more severe than counselling;               |
| <b>visitor</b>                  | a person who is not an IMS member but has been invited to the shed;   |
| <b>workshop</b>                 | the part of the shed containing machinery and separated from other parts of the shed by a wall.               |

1.2. The by-laws are to be interpreted so as to be consistent with the Act and the rules unless that is impossible.

### 2. Fees

A member who attends the shed for more than 15 minutes must pay a day fee. The management committee sets the day fee.

### 3. Monthly members' meetings

Because a monthly members' meeting is not a general meeting, motions passed at the former do not bind IMS but must be considered by the management committee at its next meeting.

### 4. Management Committee

4.1. When electing management committee members under the rules, IMS may elect three of them to be the president, secretary and treasurer of IMS.

4.2. There must be no less than three and no more than eleven members of the management committee, including the president, secretary and treasurer.

4.3 For rule 19(1)(d), three are enough management committee members

### 5. Business at a meeting

At a general meeting (including an annual general meeting):

- 5.1. if an item of business has not been stated in sufficient detail in the notice of the meeting under rule 35 (6) the chairman may determine it is not to be considered until a subsequent meeting and if so must ensure sufficient notice of that item of business is given to members before the meeting at which it is to be considered;
- 5.2. if notice of an item has been given in the form of a resolution and then an amendment is proposed at the meeting the chairman may determine:
  - 5.2.1. the amendment is out of order because it would effectively amount to a different resolution; and/or
  - 5.2.2. the resolution as amended is sufficiently changed to exclude the use of a proxy under rule 40 (7).

## **6. Activity Groups**

- 6.1. A group and its leader must be approved by the management committee.
- 6.2. IMS members may join whichever groups they choose.
- 6.3. A group may meet at a date and time of its members' choosing unless the management committee directs otherwise.
- 6.4. In choosing when a group is to meet, members are to respect the shed's existing timetables and the needs of established groups.
- 6.5. Group activities may need to be modified temporarily or permanently to take account of activities designed for all IMS members because the latter take precedence. Examples are meetings under the rules, monthly members' meetings, open days and barbecues. If a dispute occurs the management committee is to determine the outcome.
- 6.6. Each group leader must keep the secretary informed of the times and dates his group meets and the secretary must publish current information to IMS members.
- 6.7. Each group leader in consultation with the members of his group must establish safety precautions appropriate to the activities of the group.
- 6.8. Each group leader must keep the treasurer informed of all income (apart from the day fee) and IMS expenditure for his group.
- 6.9. The management committee may set a sum either generally for the shed or individually for a group. A group must not incur, or commit IMS, to any expenditure above the sum that applies to it without management committee approval.

## **7. Visitors**

- 7.1. Unless the management committee has decided otherwise an IMS member may invite a visitor to the shed.

- 7.2. A visitor must not, and may not be allowed to, engage in activities in the workshop unless the engagement is approved by the appropriate activity group leader and the visitor is supervised by a member authorised to instruct in the safe use of any equipment involved.
- 7.3. The management committee may set a fee for a visitor to engage in a non-workshop activity.
- 7.4. An activity group leader or a member of the management committee may require a visitor to leave the shed.

## **8. Behaviour in the Shed**

- 8.1. Nothing in this by-law lessens or interferes with the powers of the management committee under rules 10 or 16 or a general meeting under rule 20.
- 8.2. IMS members should be aware of and strive, within their interests and abilities, to further the Objects; in particular:
- to advance the health and well-being of members;
  - to establish a safe and happy environment where men can meet;
  - to promote empathy for fellow men;
  - to enhance personal and group self-esteem.
- 8.3. At all times while in the shed, or involved in shed activity, an IMS member must:
- 8.3.1. observe the safety precautions set for the shed generally and for each group to which he belongs;
- 8.3.2. avoid behaviour or speech that:
- bullies or
  - threatens or
  - intimidates another person or
  - conflicts with the Objects;
- 8.3.3 not wilfully damage IMS property or any property in the shed.
- 8.4. If the management committee believes an IMS member may have committed misconduct it may cause the member to be counselled. If the management committee believes the member has committed further misconduct despite being counselled it may cause the secretary to write to the member cautioning him that future misconduct might involve disciplinary action.
- 8.5. In the case of serious misconduct or repeated misconduct the management committee may decide to institute disciplinary action against the member responsible. If so the following applies.
- 8.5.1. The secretary must write to the accused setting out the misconduct he is alleged to have committed.
- 8.5.2. A person who has been directly involved in any of the misconduct alleged must not participate in dealing with the issue.

- 8.5.3. Subject to by-law 8.5.2 the management committee or a subcommittee appointed under rule 27 must deal with the issue.
- 8.5.4. The panel may act by a majority vote.
- 8.5.5. The panel must act fairly and in particular must;
- give the accused the chance to be heard;
  - hear any accusers and other IMS members who reasonably believe they have relevant information; and
  - weigh the available evidence without prejudice.
- 8.5.6. The panel is to determine if and to what extent the accused is guilty of misconduct and, if so, how serious it is.
- 8.5.7. If the panel is a subcommittee it must report its findings to the management committee and may recommend sanctions.
- 8.5.8. The management committee must determine what, if any, sanctions it should impose on the accused. Examples include:
- providing a written apology to named individuals;
  - suitably publishing any apology;
  - making good any damage;
  - leaving the shed promptly if named individuals are present;
  - suspension from particular activity in the shed;
  - suspension from the shed on specified dates, days or times;
  - total suspension from the shed for a specified period.
- 8.5.9. The maximum period for any sanction imposed is one year.