

Knox & District Woodworkers Club Inc.

**45 Glenfern Road
Ferntree Gully 3156**

MEMBER'S GUIDE

to

CLUB ACTIVITIES

and

OPERATIONS

**Edition 2.0
JULY 1997**

**Clubroom/Workshop
opposite**

**No. 44 Glenfern Road
Ferntree Gully**

CLUB NAME:

Knox and District Woodworkers Club Inc. (Formed 1988)
(Formerly Ferntree Gully Woodworkers Club)

AIMS :

1. To promote woodcraft by creating an interest in working with wood.
2. To foster communication amongst woodworkers and assist them in achieving excellence in design and craftsmanship.
3. To promote recognition of woodworking skills.

*Extracted from the inaugural edition of
'INGRAINED' Newsletter, dated Nov 1988.*

New or intending members are recommended to read the Club Constitution, a framed copy of which is prominently displayed on the wall of the office in the new workshop. Current members are expected to be familiar with the House Rules, Club Etiquette and General Safety Rules mentioned at the end of this manual and also to keep abreast of changes as published on the Club Noticeboard and in the Newsletter from time to time.

The HISTORY of the Club, its facilities and operations follow. Any written comments and input will be gladly received by the Committee and considered for inclusion in future editions.

HISTORY OF THE CLUB

The Knox and District Woodworkers Club Inc was born October 5th 1988.

As with most worthwhile offspring, the actual concept of the Club was conceived much earlier by Alf Stephens, a long time resident of Ferntree Gully and instrumental in the creation of a number of community based organisations.

The concept took to print in the Winter of 1988 when Alf published an advertisement in the local paper seeking interested parties to meet and discuss the formation of a local woodworking club.

The inaugural meeting was held at the Ferntree Gully Technical School where approximately 50 people attended, many of them by virtue of reading the announcement in the paper.

The meeting was chaired by local Councillor Wally Tew and it was under his chair that the motion was put and passed unanimously that the proposed Club be formed. Many of the first members to join within the first two months of that meeting are present in the Club today as 'Foundation Members'.

During the crucial first months of the Club, much was to be done. The 'aims' of the club were established and the Committee set about establishing activities in pursuing these aims.

Of significant help at that time, was the co-operation and generosity extended by the Principal of Glenburn Secondary College. The Club was permitted access to the woodworking rooms of the College to hold meetings. There, the Club had access to excellent tools and facilities.

As the Club grew and greater access to facilities was needed, it became clear that the Club needed 'a home of its own'. The College assisted by way of providing the Club with the Gym room which gave the members greater space and also allowed the Club time to seriously consider the next step - its own Clubrooms.

It was the Knox Council who came up with the solution. Following many weeks of searching and discussions with local businesses and community groups, the Club's property sub-committee gained the approval of the Council to share the facilities at Glenfern Rd

In the time since moving to the current Clubrooms, the Club has expanded considerably in numbers and the equipment and material facilities of the Club have been substantially added to, giving members today an excellent workshop environment to improve their knowledge and love of woodwork.

MISSIONS AND OBJECTIVES

1. Promoting the sharing between fellow members and non-members of the knowledge and skills of woodworking, I.E - Carpentry, Cabinetmaking, Woodturning, Woodcarving, Furniture restoring, Sculpture, Instrument making, Tool making, Polishing and Finishing, or other activity as being appropriate and in keeping with common woodworking interests.
2. Sharing experiences in the use of hand tools, portable power tools and workshop machine tools.
3. To acquire tools, plant, equipment, materials, and services for the KDWC, and individual members in order to advance common KDWC objectives.
4. To establish and maintain links with the City of Knox and support its social activities.
5. To take part in City of Knox community activities.
6. To provide support and promote interest in woodcrafts in the community at shows, fairs and exhibitions.
7. To actively support selected local charitable organisations as chosen by the Club for assistance.
8. Pursue Local, State and Commonwealth Government assistance to achieve KDWC aims and objectives.
9. To provide social activities for members for the purpose of establishing friendships, sharing knowledge, skills information, and entertainment 'get togethers' etc, for fund raising.
10. To provide the opportunity for elderly/retired/unemployed to engage in woodcraft activities and thus actively contribute to the Community from their vast experience and skills
11. To publish Newsletters for the purpose of exchanging information, discuss issues of interest and report on Committee proceedings and reporting of events.
12. Raising of funds by exhibitions, shows and sale of goods for the purposes of purchasing tools and equipment; and the charging of membership fees to cover operating expenses; plus joining fees to recognise the growing investment in plant and equipment.

BORROWING EQUIPMENT

Subject to Committee approval and provided that equipment is not scheduled for use by other members or Project Groups, members may be permitted the loan of certain items for use **OFF PREMISES**. The use of the equipment must be only for the private and domestic purposes of the member concerned and **that member** will be held responsible for the return, **in good condition**, of the equipment and any accessories. Any consumable materials must be replenished.

MATERIALS

The Club periodically obtains materials for use by members. These materials are intended for either Club Projects or member usage. They include such items as **GLUE, SANDPAPER, DRILL BITS and TIMBER**. Where materials are available, surplus to Club or a claimant's needs, members are welcome to purchase, **(for a modest cost)**, such materials. The bulk purchasing, by the Club, provides an excellent cost saving to members and in cases where materials have been donated, members' small contributions make it possible for such materials to be picked up, stored and made available for use. Refer to the Committee for your specific need.

LIBRARY BOOKS and VIDEOS

The Club has built up an excellent collection of Magazines, Publications and VHS Videos on a wide variety of woodworking projects, activities and technical tips. These are available for reading or viewing, by members, for a negotiable period. When borrowing, please indicate your name, the item and the date, on the whiteboard, so that all members can easily identify the whereabouts of the item in question.

VISITORS' and NON-MEMBERS' RIGHTS

It is customary for intending members and interested persons to attend the Club to learn of its operations and facilities. Naturally the Club has an obligation to members first and foremost and there are legal obligations to fulfill in areas such as liability and safety issues. For these reasons, the Club **INSISTS** that any visitor, or new member, be **ACCOMPANIED** by a member, or be taken charge of by a Committee person to ensure that they are made aware particularly of :-

- * **GENERAL SAFETY RULES**
- * **CLUBROOM ETIQUETTE**
- * **HOUSE RULES**

Any usage of equipment must be **SUBJECT FIRSTLY** to the relevant Safety Instructions/Rules pertaining to the use of that item of equipment and **MUST BE IN THE PRESENCE and UNDER THE SUPERVISION OF** a suitably Qualified Member.

**** Members retain the rights to priority access to all equipment ****

CLUB REPRESENTATION

Members are to wear their NAME BADGES at all times when on Club premises or during Club activities. This not only promotes the visibility of the Club but greatly assists new members to become acquainted with other fellow members. Office bearers can take action when badges are not worn.

Members are encouraged to attend functions of neighbouring woodworking Clubs, representing and spreading word of KDWC operations.

INVOLVEMENT IN COMMERCIAL ACTIVITIES

Whilst the Club does not pursue commercial activities there are situations where certain projects assist in the aims of the Club.

These include:

PROJECT WORKS

Where considered appropriate by the Committee that the skills and resources of members and the Club can responsibly engage in the undertaking of commercial works FOR THE SOLE BENEFIT OF THE CLUB, then such works will be undertaken and any proceeds absorbed into Club funds.

CLUB PRODUCTS

The Club encourages members to form Project Groups whereby members with specific skills have the opportunity to impart knowledge to other members in the form of worthwhile practical activities. A secondary objective of these activities is that the group produces products worthy of sale BY THE CLUB at Club functions, the proceeds of which go the CLUB for the general benefit of all members.

SALE OF MEMBER'S OWN PRODUCTS

Subject always to the agreement of Committee, members may present their own WOODWORKING projects for sale at Club functions and certain festivals that the Club attends PROVIDED that:

- i) 10% commission of the sale price is paid to the Club if sold; and
- ii) The member attends, and clearly records the intended selling price.

Members are advised that the Club often provides products to local fund raising organisations in the Knox District and it may not be appropriate on some occasions that members promote similar products at the same venue. The Club reserves the right at all times to safeguard the integrity and image portrayed of its activities in the eyes of the Public and associated organisations.

OVERVIEW OF CLUB OPERATIONS

MEMBERSHIP

Membership is open to anyone sympathetic to the aims of the Club.

There are five classes of membership as follows :-

- FOUNDATION MEMBERS** - Those who pioneered the Ferntree Gully Woodworkers Club in 1988.
- LIFE MEMBERS** - Recognised by their fellow Club members for outstanding service to the Club.
- GOLD PASS MEMBERS** - Perpetually paid up members.
- GENERAL MEMBERS** - Regular members of the Club.
- HONORARY MEMBERS** - Chosen by the Club for Official Recognition.

Current Joining Fees, Annual Membership Fees and Concessional Fees, as decreed by the Committee of the time are outlined in the Appendix.

EXECUTIVE STRUCTURE

At each **Annual General Meeting** held in October, the following Office Bearers are elected to administer the affairs of the Club.

- | | |
|-------------|------------------|
| * President | * Vice-President |
| * Secretary | * Treasurer |

One other member is also elected to increase the total of Executive Committee Members to five.

NON-EXECUTIVE OFFICERS

- | | |
|-----------------------|-------------|
| * Workshop Supervisor | * Editor |
| * Property Officer | * Librarian |

Current Office Bearers and contact information is in the Appendix.
Members are welcome to attend Committee Meetings.

MEETINGS

The Club holds its major Business Meeting in October at the AGM.

MEMBERS' MEETING NIGHT is held **MONTHLY** on the first **WEDNESDAY** of the **MONTH** at 7.30 pm. (January excepted)

PROJECT DAYS and **EVENINGS** can be at any mutually convenient time scheduled to fit in with other activities of the **CLUB**.

OFFICIAL PROJECTS

Every year the Club attends :-

KNOX FESTIVAL, held in March

STRINGYBARK FESTIVAL, held in September

Other worthwhile Events where the involvement of the Club is viewed as being a worthwhile contribution towards the aims of the Club and appropriate to the representation of the Club.

USAGE OF CLUB FACILITIES

ACCESS TO WORKSHOP

Access is available to any Financial Member at any time **PROVIDED** that :-

1. A key is obtained from one of the appointed keyholders. (Refer Newsletter).
2. The member is accompanied by at least one other adult person . (For reasons of SAFETY).
3. Responsibility is taken for the security of locking up all Club premises.
4. Rooms are left in proper and clean order.
5. The key is promptly returned by the **SAME** member no later than the time as specified by the appointed keyholder.

BUILDINGS and WORKSHOP

Members are reminded that the Club operates on Council property and shares common facilities with **PLACEMAKERS**, who occupy the adjoining workshops. Usage of the premises is restricted to Club activities and the **Rules of Access** as specified above, apply.

TOOLS and MACHINERY (At Workshop).

Members are permitted to use the tools owned by the Club **PROVIDED** that the Rules pertaining to such items (particularly dangerous equipment) are adhered to at all times. Certain equipment may **ONLY** be used by suitably qualified members and other equipment requires supervision by qualified members. **Refer to GENERAL SAFETY RULES** herein and published periodically in the Newsletter. Also refer to **EQUIPMENT RULES and GUIDELINES MANUALS** held in the library and affixed on tools.

Certain items of equipment are popular and members are advised to heed the **CLUB ETIQUETTE RULES of usage of Equipment** enclosed herein. Members should restrict their usage of commonly required items of equipment to the 'job in hand' and allow other members to enjoy the use of the fine equipment provided by the Club. Where necessary, the Club will operate a booking sheet for commonly used equipment, (e.g. **Turning Lathes**).

CONTACTS and FURTHER INFORMATION

NEWSLETTER Available monthly to members.

Committee Register and contact numbers.
Key Holders and contact numbers.
Coming Events
Matters of concern

NOTICEBOARD

Membership List, including addresses and telephone numbers.
Standing Orders
Incoming Notices. Events, invitations and circulars.

LIBRARY

Equipment Rules and Guidelines (for specific machines).
Manufacturers' Equipment Operator Manuals
Manufacturers' Equipment Maintenance Manuals
Videos, Magazines and Reference Books

OFFICIAL DOCUMENTS

CONSTITUTION (Framed and hanging on wall in Office)

Powers and Responsibilities
Voting Rights
Election of Office Bearers
Policies

MINUTES OF MEETINGS (General and Committee)

TREASURERS' REPORT

MEMBERS' MONTHLY MEETINGS

'SHOW and TELL'
General Business - Where MEMBERS have their say
Keeping members up to date on past and current events

HOUSE RULES

Members of Guests under the age of 18 require the supervision of an adult at all times.

All monies received by the Club must be handled in a formal manner and an appropriate receipt issued.

Tools must be returned to their appointed place when no longer required

Smoking is not allowed in the workshop

Tools, materials, drawing, magazines, video's etc in the workshop are Club property and may not be removed or used for any purposes without the prior permission of appointed persons, and the recording of same.

Don't start a machine unless you know how to stop it.

Don't distract a machine operator, as it only causes accidents.

Don't work when you are tired.

Don't overreach, you only lose control. Keep proper footing and balance at all times.

Don't leave a tool running unattended.

CLUB ETIQUETTE

Members are to be suitably attired, behave in a polite and courteous manner and abide by local club customs as outlined by suitably visible notices and announcements made from time to time at the Club rooms.

Members are particularly reminded to retain a clean workshop environment and abide by the following guidelines:

Your working area must be cleaned down when your task is completed or before leaving the workshop

Machines must be cleaned and ready for the next user, on completion of your task.

Store your tools and accessories properly.

Keys borrowed by members to attend the Club must promptly returned by the SAME member no later than the time as specified by the appointed keyholder

Drinking utensils must be returned to the wash basin when empty AND WASHED!

ALWAYS CONCERN YOURSELF WITH YOUR PERSONAL SAFETY AND THAT OF OTHERS.

GENERAL SAFETY RULES

Members are advised that they are to abide by the RULES set down in such publications that relate specifically to any tools they intend to use. The Club reserves the right to ban a member from use of equipment if proper adherence to such equipment usage is not upheld. In ADDITION to such specific rules pertaining to an item of equipment, the following SAFETY RULES are to be upheld to ensure the safety of ALL MEMBERS and GUESTS . Ignorance is no plea of innocence at the Club!

- DO wear clothing, footwear and hairstyle that conform to the expected safety standard. Neckties, jewelry and loose sleeves are dangerous.
- DO keep your tools sharp. Sharp tools are the easiest to use, the safest, and produce better work.
- DO use goggles, a face shield, or safety glasses for all cutting jobs.
- DO keep guards in place and in working order.
- DO secure workpieces with clamps
- DO make all adjustments with power turned off.
- DO check adjusting keys and wrenches are removed before powering on.
- DO stand aside when turning on the power.
- DO keep hands at a safe distance from cutters and rotating workpieces.
- NEVER cross your arm or hand in front of a moving saw blade.
- DO plan ahead. "Measure twice and cut once".
- DO support long work pieces, or get assistance when required.
- DON'T force a tool. It will do a better and safer job if you let it cut at its own rate.
- DON'T store any rags that are dampened with oil or kerosene. Throw them in a safe place where you don't create a fire danger.
- DON'T store steel wool, except in a lidded metal container. Steel wool is a fire hazard.
- DON'T let children use sharp tools or power tools unless you are closely supervising.

STANDING ORDERS

1. A Joining Fee and Annual Subscription will be necessary to make use of Workshop facilities
CM 5/5/95
2. A copy of the Minutes of Committee Meetings can be obtained on request by any Club Member.
CM 13/7/89
3. Badges must be worn at all Official Club Functions. A Fine of \$1 will be imposed for non-compliance.
CM 10/8/89
4. Badges can be replaced or duplicated at a cost, to the Member, of \$5.
CM 10/8/89
5. A \$50 petty cash allowance is granted to the Club Secretary for administration purposes.
CM 5/5/95
6. The monthly Newsletter will be distributed at Club Meetings and copies mailed to those Members who are not present.
GM 6/4/90
7. The 'Bill Gillingham Trophy' will be awarded annually to the Club Member of the Year at the AGM. The recipient will be jointly determined by the President, Secretary, Treasurer and the current holder.
CM 31/10/90
8. Goods sold at Festivals on behalf of Members will incur a minimum levy of 10% as commission
GM 5/5/95
9. Payment of Annual Fees must be made by December 31st.
CM 5/5/95
10. Keys to the Club Premises will be retained by key holders appointed at the AGM.
GM 4/3/92
11. An amount not exceeding \$50 can be spent, on the Club's behalf, for the sending of wreaths to the family of a deceased Member. Alternatively, a donation not exceeding \$50, where requested by the bereaved family, may be sent to a charity, or organisation, nominated by that family.
CM 5/5/95
12. Only financial Members are allowed to use Club machines.
GM 5/5/95

13. Club Fees are: Joining Fee..... \$50
Annual Subscription \$30

GM 6/9/95

14. The Financial Year commences on September 1st and terminates on August 31st the following year.

AGM 6/10/93

15. Suitable mementoes shall be available for the purpose of presentation to future award deserving persons.

GM 18/11/93

16. The Co-ordinator of any appointed Sub-Committee dealing with any activity relating to Festivals/Demonstrations, are permitted to incur costs up to a maximum of \$50, without prior approval of the Executive Committee. Receipts must be produced before re-imbursment of the money spent can be sanctioned

CM 2/6/95

17. Copies of the Minutes of the previous General Meeting are to be made available for Members to read, prior to the start of a General Meeting, so that the Minutes may be accepted as circulated.

GM 6/7/94

18. New Members shall pay the full Annual Fee if joining prior to April 31st, thereafter the Fee shall be reduced by 50%

CM 5/5/95

19. The Treasurer is authorised to keep aside a Float of \$100, in order to settle requests for payments to Members for various legitimate requirements.

CM 25/10/94

20. The Annual Fee for Country Members unable to participate in workshop activities shall be \$10 per Annum.

CM 25/10/94

21. Smoking on the Club Premises is limited to the outside area between the rear of the new extension and the doorway of the new Storage Shed.

GM 1/2/95

22. Members shall, when rostered, take their turn in mowing and whipper-snipping the grass surrounds to the Placemaker and Club Workshop areas.

GM 2/6/95

23. Life Membership may be awarded only at the AGM. This honour can be bestowed only on one person per year, who shall be elected by popular vote. Two Members objecting to the nomination shall defeat the Motion.

CM 2/6/95

24. Only 10 Gold Pass Memberships shall be made available. The condition of this Award is a lump sum payment equal to 10 years Annual Membership at the Fee prevailing at the time of the Award. Thereafter no further Annual Fees will be required from this Member during his lifetime.

CM 2/6/95

25. The Equipment Sub-Committee is authorised to spend up to \$1,000 on agreed items at any one time, with overall purchases to be limited to \$5,000 in any one given year.

GM 5/3/97

LIMIT OF LIABILITY

The Knox and District Woodworkers Club Inc. holds **PUBLIC LIABILITY INSURANCE** covering **FINANCIAL MEMBERS** against physical harm whilst on Club premises.

The Club, its Executive Committee and its members **ARE NOT RESPONSIBLE** for any person not acting with due care and diligence in accordance with the **Rules** laid down in the **Constitution of the Club** and in accordance with the **Safety Rules of the Workshop**, either those existing, or as amended and distributed to members from time to time. The Club **cannot** and **does not** take responsibility for the loss or damage to any property brought on site, or to any venue attended by the Club.

DISCLAIMER

The Club, its Executive Committee, members and guests take **NO RESPONSIBILITY WHATSOEVER** for the completeness or accuracy of any information or ideas, which are shared, published or distributed in any way to members or non-members in good faith. Nor the reliance on, use of, or result of, any application, for any pursuit whatsoever.

56 Bowen Rd

Executive Committee 1996/7

President Paddy McCann 9 758 3920
Vice President..... David Howell 9 874 6757
Secretary Fred Moore 9 758 2207
Treasurer Dick Kors 9 729 1224
Committee Member .. Paul Phillips 9 762 3829

General Meetings

1st Wednesday of each Month, commencing at 7.30 pm

Workshop Hours

| | | |
|-----------|--------------------|---------------|
| Monday | 6.30 pm - 8.30 pm | Paddy McCann |
| Tuesday | 10.30 am - 3.00 pm | Paul Phillips |
| | 6.30 pm - 8.30 pm | Bruce Allen |
| Wednesday | 10.30 am - 3.00 pm | Peter Sleeman |
| | 6.30 pm - 8.30 pm | David Howell |
| Thursday | 10.30 am - 3.00 pm | Paul Aminde |
| Friday | 6.30 pm - 8.30 pm | Bruce Allen |
| | 11.30 am - 3.00 pm | Michael Cook |