

2023

Ellenbrook & Districts Men's Shed Association Inc STANDING RESOLUTIONS



Ellenbrook & Districts Men's Shed
Association Inc

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THE SHEDDERS' **PLEDGE**

To treat everyone with respect, acknowledge that I will act in good faith and in the best interest of our Shed members.

To value fairness, independence, and generosity of spirit as dearly as mateship.

To work as a team to be a valuable contributor to the local community.

By doing so our Shed provides opportunities for community, connection and participation that help to support the health and wellbeing of all members.

The Shedder's Pledge is the foundation for the Shed's Code of Conduct.

It acknowledges that all members of the Shed and attendees at a Shed meeting must be there with good intentions and a commitment to work in the best interest of fellow members for their combined health and wellbeing.

The Pledge is a shared commitment from members stating that they will conduct themselves in a positive and productive manner in work, discussion and debate knowing that they are amongst honoured friends.

Yarn ba yarn wundjoo nidj

Gyinuning Marman Mia

Knullakah and Whadjuk moort windja

Koorliny Noonka Koorliny nidja bullup

Bidiya yee yaa bulluka

Nidja

As translated

Hello and welcome to the
Ellenbrook & Districts Men's Shed

We acknowledge the Whadjuk people as the traditional
owners of this land, where we work in unity.

We pay our respects to the Elders past, present and
emerging.

PREAMBLE

Standing Resolutions are the guidelines for the operation [housekeeping] or management of the Ellenbrook & Districts Men's Shed Association Inc. in accordance with the wishes of members. A Standing Resolution may not conflict with an Article of the Constitution.

A Standing Resolution may be moved at a general meeting with or without due notice depending on the situation. If the matter is contentious or was related to an existing Standing Resolution, 21 days written notice should be given to ALL members.

Once the motion is moved, the motion must be seconded and then, following discussion, a vote taken. There needs to be a majority vote or in the case of an amendment, an agreed percentage of those members present, and voting would apply to formally adopt the motion.

Standing Resolutions remain on the books until such time the resolution no longer applies, is amended, or a new resolution overrides the previous resolution. A copy of the current Constitution and Standing Resolutions is to be made available to all members either in hard copy or digital.

Mens Shed Standing Resolutions:

1. Membership [Full or Associate]

[Refer to Constitution Part 3 Division 1, 8[4]

On membership approval members must comply with the following:

- a. Attend a General Induction, carried out by a Management Committee member, and include a general orientation, an outline of safety regulations and administration procedures.
- b. Attend a mechanical assessment session conducted by and the approved Tutor, as only suitably qualified members may use workshop machinery.

Note: A member cannot operate any workshop machinery prior to the assessment Approval.

- c. Failure to pass the mechanical assessment will require the member to complete a training course conducted by the approved Tutor over a nominated period.

A Men's Shed certificate will be issued on completion of course together with an appropriately marked name tag.

- d. On entry: Complete the attendance book with time of arrival.
- e. On departure: Complete the attendance book with time of departure.

2. Workshop

Matters to comply with Insurance and shed duty of care.

- 1) Workshop coordinator[s] be appointed to maintain a harmonious atmosphere ensuring all safety regulations are adhered to.
- 2) A minimum of two [2] members must always be present in the workshop.
- 3) Enclosed footwear is always worn in the workshop.
- 4) Suitable clothing is worn in the workshop [Loose clothing/jewelry and the like is not acceptable].
- 5) It is a safety condition that within the workshop suitably eye, ear and breathing guards are worn.
- 6) Persons not complying with Items 2, 3, 4 and 5 are to be warned of their obligations.
- 7) Failure to agree may lead to expulsion from the Association.
- 8) Members are required to wear name tag whilst in the workshop.
- 9) Members are to ensure that all tools, accessories, and consumables

[e.g. paint, glues, timber] used are to be returned to relevant storage area on completion of days activities.

- 10) Members are to ensure that machinery, individuals' benches, and floor area used is cleared and cleaned on completion of the day's activities, including joint activities.
- 11) All stock and materials items taken for personal use are to be recorded in the register provided and paid for accordingly.

3. Purchasing

- 1) A purchasing coordinator[s] be appointed.
- 2) An order book be provided for all ongoing bulk purchases.
- 3) The collate orders and orders on a weekly basis for either pick-up or delivery are arranged with the purchasing coordinator.

4. Purchasing segregation:

- a) Small items up to \$100 be purchased at random with receipts being lodged with the coordinator or treasurer.
- b) Items with a value between \$100 - \$500 be approved by the coordinator or any two current Management Committee members.
- c) Items with a value above \$500 to be discussed and approved by the Management Committee.
- d) All capital/asset equipment [new or secondhand] to be approved by Management Committee.

5. Processing of Customer orders

- a) The Quality Controller to approve quality of all finished customer orders and items made for sale by the Shed.
- b) The quote file to be attended to daily and appropriate action taken.
- c) Activate the customer enquiry sheet accordingly [refer appendix 1].
- d) The Workshop Coordinator to follow progress of the customer order until completion, ensuring invoice for payment is raised.
- e) On all enquiries through social media and online personal attendance the Workshop Coordinator is required to satisfactorily complete the enquiry sheet [Appendix 1].

6. Equipment

- a) All tools and machinery, either fixed or portable, to be used and maintained in safe working order. The Workshop Coordinator and/or the management committee to be immediately informed of any faults or repairs required.
- b) All tools and machinery to be regularly accessed as to condition and need. Excess equipment to be considered for disposal.

7. Stock

- a) A stock listing of all major stock items be kept and updated regularly.
- b) For purchases refer to Item 3[4].
- c) All stock taken to be registered with payment if required.
- d) Refer to notes regarding costing of all stock items [see Enquiry Sheet].

8. Management Committee Portfolios

a) Workshop Coordinator[s]

- [i] To oversee all Workshop activities.
- [ii] To organize seasonal items for sale and/or promotion.

b) Quality Controller

- [i] To inspect ALL customer orders and “for sale” items for acceptable quality prior to advising customer of completion or placing items on the Sale Shelf.
- [ii] To advise and assist where needed in acquiring a suitable quality.

c) Tutor

- [i] To conduct machinery training for workshop induction.
- [ii] Assist members at work where necessary.
- [iii] Assess members proficiency on workshop machinery [refer 1.[3]]

d) Purchasing Coordinator[s]

- [i] To collect orders daily.
- [ii] To collate orders and arrange for purchase and delivery on a weekly basis [refer item 3.[4].]
- [iii] To present orders above \$500 and asset items to the Management Committee for approval,

e) Grants and Publicity

- [i] To assess needs and work with Management Committee.
- [ii] To apply for Grants from various sources.
- [iii] To arrange seasonal displays.

f) Advents and Promotional Advertising

- [i] To arrange various outings.
- [ii] To engage suitable guest speakers.
- [iii] To explore and update media outlets e.g. Facebook, Instagram and local media.

g) Housekeeping and Host

- [i] Arrange for a coordinator.
- [ii] To maintain cleanliness in the kitchen and ablution area.
- [iii] Produce a Host roster program each month.
- [iv] Coordinator to purchase and maintain suitable items and quantities for the kitchen and ablutions.
- [v] The Host will follow the guidelines related to customer enquiries outlined on the attached appendix 2.
- [vi] To complete the Enquiry Sheet [appendix 1] and liaise with Workshop Coordinator where necessary.
- [vii] The Host attends to the guidelines as listed on appendix 3.

h) First Aid

- [i]. A suitably qualified first aid officer be appointed.

Appendix 1

ENQUIRY SHEET

Obtain the Job number from computer

J

(Use only for made to order sales)

ENQUIRY TAKEN BY

Date:

IN PERSON

BY PHONE

BY EMAIL

BY FACEBOOK/ MESSENGER

CUSTOMER DETAILS

(Customer to complete the details where possible clearly and in UPPER CASE)

CONTACT NAME

PHONE

MOBILE:

EMAIL ADDRESS:

COMPANY NAME

DELIVERY ADDRESS

PICK-UP?
(circle answer)

Y / N

CUSTOMER TYPE
(insert Letter)

G = Government, I = Business & Individuals, K = Schools (K-12) & NonProfits,
S = Shed Member Purchase

JOB REQUIREMENTS (Attach pictures, sketches etc. if available, and add dimensions)

Name/description given to the Job

If the item requested is unclear, ensure the customer is informed that they will be contacted for clarification so that a quote can be established, we usually quote within 5 working days. Any changes made to the original proposal will need to be re-quoted.

If a quote is needed, place this sheet into the 'TO QUOTE' box,

Appendix 2

Processes by the Members or the Host of the Day

Enquiry Sheet Procedure

This procedure covers all **Enquiry Sheets**.

Every job made in the workshop must be accompanied by an enquiry sheet.

All jobs that are made for re-sale either "in shed" [requiring an Enquiry Sheet] or by individual members shall be regarded as "Shed Jobs".

Raising an Enquiry Sheet

All order requests [either internal or external] require the completion of an Enquiry Sheet as per Appendix 1.

This must be fully completed with as much detail as possible by the **Host of the Day** or other nominated person, contact details being an important part.

Where possible a given and agreed price is to be included.

Should a quotation be required then the applicant is to be advised of an approximate date of confirmation.

The costing procedure is to be recorded on the Enquiry Sheet with the name of the estimator and then it is the responsibility of the instigator of the Enquiry Sheet to contact the customer advising the price and enter the agreed price on the Enquiry Sheet and the approximate agreed delivery date.

A fifty percent deposit is to be made by the customer prior to any work being undertaken.

Workshop Procedure

On completion a customer invoice is to be raised.

When collecting the completed item[s] or items from the display the customer pays the invoiced or noted amount, minus the deposit, either by:

- 1) Cash.
- 2) Credit/Debit Card.
- 3) Through the POS [point of sale] system and the invoice copy placed in the cash drawer.
- 4) Direct deposit to the Shed's bank, or
- 5) Paypal™.

Proof of payment is to be provided prior to the customer receiving the purchase.

APPENDIX 3

Suggested Duties for the Volunteer Shed host

- Primarily to meet and greet members, visitors and especially prospective new members, members of the public and Shed customers.
- Members are reminded of their obligation to wear their name tag.
- With prospective new members give them a tour of the shed, outline what is available encouraging them to join by being friendly and introducing them to some of the members during the tour. Provide them with an application form and medical form, plus a blank envelope for completion.
- Assist customers to purchase display items or collect completed orders, receive, and process payment through the POS [point of sale] system.
- Deal with enquiries from customers by completing the Enquiry Sheet.
- Place Enquiry sheet in appropriate Workshop Slot either for quoting or manufacture/repair.
- Liaise with customer when item complete.
- Clear the mailbox.
- Ensure displayed items are suitably priced.
- Keep kitchen benches and table clean at end of day.
- Advise Coordinator of stock requirements.
- Assist others on activity or event days.