

**HAWKER MEN'S SHED**

***CHARTER***

***AND***

***SHED RULES***

**Current as at: 26 March 2021**

## **NAMES and AUSPICING BODY**

1. The Hawker Men's Shed hereinafter referred to as "HMS" or simply the "Shed" is an outreach program of the ACT Softball Association Incorporated, trading as Softball ACT (SACT).
2. Hawker Men's Shed was established in October 2019 as an auspice of Softball ACT.
3. Softball ACT was initially established in 1959 and in 1981 was incorporated as an Association within the ACT, complying with the Associations Act and registered as ACT Softball Association Incorporated.

## **OBJECTIVES**

4. SACT's original objectives in establishing the Hawker Men's Shed were to:
  - a. provide an opportunity for retired softball players and parents of softball players to remain involved in the softball community through craftwork, project activities and social interaction;
  - b. provide volunteering opportunities with people with whom they are comfortable with; and
  - c. engage the Hawker community in the sport of softball through non traditional measures often associated with improving mental health and well-being.
5. Since the establishment of the HMS in October 2019, the objectives have been expanded to:
  - a. providing men, women and other individuals from all walks of life a friendly and inclusive safe haven where they can relax and enjoy each other's company in a non-threatening environment;
  - b. giving all attendees the opportunity to participate at their own pace and in their own time; working together with other attendees or individually; and
  - c. giving all individuals attending the shed the opportunity to participate in group activities, community projects, learn or share skills or undertake a hobby.
6. HMS aims to improve the health and well-being of attendees through addressing social isolation and boosting mental health of participants in terms of:
  - a. feeling safe;
  - b. making friends;
  - c. sharing meaningful activities; and

- d. providing vital health information and resources that attendees may not usually access or may be reluctant to access.

## DEFINITIONS

7. In these Rules, unless the contrary intention appears:

**“Auspicing Body”** – ACT Softball Association Incorporated, trading as Softball ACT.

**“the Committee”** – The HMS Committee as outlined in paragraphs 15 and 16 in this document.

**“Majority”** – Unless otherwise specified in this document, a majority decision will be determined by more than 50% of votes of attending financial members, with the additional requirement of a caveat of a quorum to ensure probity.

**“Quorum”** - Any two of the President, Secretary, Shed Manager and Treasurer plus two other Committee members shall make a quorum.

## MEMBERSHIP

8. HMS is to operate in an open non-denominational and inclusive manner. Individuals attending HMS will be encouraged to appreciate and respect the values, beliefs and gender of all HMS attendees.
9. Individuals wishing to join HMS are to be accepted as bona fide and encouraged to become members. Induction should occur as soon as possible so that individuals are fully informed of their rights and responsibilities, the Rules of the Shed and the need to respect the vision and values of the “auspicing body”.
10. An annual membership fee as set by the Committee is to be paid on application for membership.
11. The Committee will have discretion to set aside this fee should a member's financial circumstances merit that consideration. It is contingent on a member to provide evidence of their circumstances for consideration. A member's privacy must be respected.
12. A person ceases to be a member of HMS if the person:
  - a. dies; or
  - b. resigns from membership of HMS; or
  - c. is expelled from HMS; or
  - d. fails to renew membership of HMS.

13. In the event of a person or member being banned by SACT, that person will also be banned by HMS.
14. The secretary is responsible for maintaining a register of members containing:
  - a. the name and email address and phone contact number of each member;
  - b. the date on which each member's name was entered in the register;
  - c. the date the member becomes financial; and
  - d. where a member has resigned, the date of resignation.

## **FINANCES**

15. The finances of HMS will be managed according to the following principles:
  - a. HMS is to operate as a "not for profit" out-reach program of its "auspicing body";
  - b. HMS may make a contribution towards the costs borne by the "auspicing body" in regards to the operation of the shed; this includes insurance and utility expenses;
  - c. any monies collected by HMS members through donation or sale of items or any other source are to be paid direct to the HMS Treasurer;
  - d. the HMS Treasurer is responsible for all shed accounts and financial transactions; and
  - e. the HMS Treasurer shall provide the "auspicing body" with an annual financial statement for purposes of the annual financial reporting and audit.

## **HAWKER MEN'S SHED COMMITTEE**

16. The HMS Committee, referred to as the Committee is to comprise:
  - a. the office bearers of HMS; and
  - b. general committee members
17. The Committee will meet on an as required basis to facilitate the needs of HMS. The duties of the Committee are:
  - a. control and manage the affairs of HMS;
  - b. approve or reject any application for new membership;
  - c. approve or reject any application for a project, hobby or activity that has been referred to the Committee;

- d. oversee the purchase of tools and equipment;
  - e. make recommendations to HMS members in respect of new projects and/or activities;
  - f. for good and sufficient reasons, issue a member with a caution or warning for a minor breach of HMS rules;
  - g. for good and sufficient reasons, terminate the membership of a member for a major breach of HMS rules;
  - h. setting and/or amending operating times of HMS; and
  - i. perform all acts and do all things that appear to the Committee to be necessary or desirable for the proper management of the affairs of HMS.
18. All committee members are strongly encouraged to actively seek out and mentor one or more understudies for succession planning, to ease the workload and especially to encourage members to be more involved in running the shed.

## **MEETINGS**

19. The Committee shall formally meet quarterly during the year, with one meeting that includes the AGM, at times and places as specified by the Committee. Additional meetings of the Committee may be convened by any member of the Committee as required.
20. HMS is to hold an Annual General Meeting within 3 months of the end of the financial year to elect the Committee.
21. Additional meetings of members may be held during the year, as and when specified by the Committee, for the purposes of keeping members informed of activities and other developments.
22. The Committee may, as it sees fit, invite other individuals or members to attend Committee meetings.

## **THE COMMITTEE**

23. The office-bearers of HMS shall be:
- a. President
  - b. Vice President
  - c. Shed Manager
  - d. Secretary

- e. Treasurer
  - f. General Committee Members (up to 3)
24. Each member of the Committee shall, subject to this Charter, hold office until the election of new office bearers at the next Annual General Meeting.
25. All officers bearers are eligible for re-election.
26. In the event of a vacancy in the membership of the Committee, the Committee may appoint a member of HMS to fill the vacancy and the member so appointed shall hold office, subject to this Charter, until the conclusion of the Annual General Meeting next following the date of appointment.

## **ELECTION OF COMMITTEE**

27. Elections for the Committee members are to be held annually. Committee members:
- a. may stand for re-election for consecutive terms;
  - b. may hold a combination of roles if some Committee positions remain unfilled; and
  - c. may delegate aspects of their position on an as required basis to other members.
28. If any Committee position is unfilled, the duties can be shared amongst other Committee members who volunteer to undertake either the full or part duties of the role. Ratification of these arrangements by a quorum should take place as soon as possible.

## **ROLES**

### **President**

29. Be responsible for HMS overall operations, including:
- a. liaising with the "auspicing body";
  - b. liaising with the Australian Men's Shed Association;
  - c. liaising with outside organisations and individuals that show an interest in the HMS (e.g. corporations, charities, health-care professionals, government departments, etc.);
  - d. managing all media inquiries in collaboration with the "auspicing body";
  - e. assisting with defining activities, projects, recruitment and publicity; and
  - f. overseeing the management and coordination of all welfare related activities of HMS, in conjunction with the Committee.

## **Vice President**

30. Understudy the President and:
  - a. assist the President, and if required, other Committee Members; and
  - b. in the absence of the President, undertake the President's roles and responsibilities.

## **Shed Manager**

31. Coordination of day-to-day running of HMS, including
  - a. set up and maintain appropriate policies and procedures for the effective running of the Shed;
  - b. shed opening and closing with power and lights off after each session;
  - c. ensure members only use tools for which they are accredited;
  - d. mentor and supervise members use of tools and equipment in the Shed;
  - e. ensure members keep the Shed clean and tidy, with rubbish removed, spills promptly mopped up and that tools, etc. are put away at the end of each session;
  - f. ensure that serviceable tools and equipment are available for workshop and community support activities; and
  - g. ensure members abide by Shed rules and report issues to the Committee.

## **Secretary**

32. Responsible for the administrative requirements of HMS, including:
  - a. preparing the agenda and recording minutes of all meetings;
  - b. distributing minutes of all meetings to the Committee within fourteen (14) days of meetings, and minutes of AGM to members within twenty-eight (28) days of meeting;
  - c. keeping and maintaining documents and files, with special attention to privacy requirements;
  - d. receiving, maintaining and keeping records of all relevant inwards correspondence and present copies of all at the next Committee meeting;
  - e. preparing and sending relevant outward correspondence; and
  - f. liaising with the President and the Shed Manager to prepare a report about HMS activities during the preceding year, for delivery at the Annual General Meeting.

## **Treasurer**

33. Be responsible for HMS finances, including:
  - a. maintaining records of all income and expenditure in conjunction with the "auspicing body";
  - b. complying with the "auspicing body's" finance procedures, particularly in relation to purchase orders, invoicing and payments;
  - c. ensuring records of acquittals for grant funds are accurately maintained;
  - d. preparing budgets and forward estimates as required;
  - e. being responsible for petty cash and allocating committee approved purchase orders and reimbursement of receipts, as required;
  - f. preparing financial statements for each Committee or General meeting;
  - g. being responsible for collecting and banking membership fees, fundraising monies, morning tea donations, and other income;
  - h. making all payments authorised by the Committee; in conjunction with the "auspicing body" where required; and
  - i. keeping correct accounts showing the financial affairs of HMS, with full details, including copies of all receipts and expenditure connected with the activities of HMS.

## **General Committee Member**

34. General Committee members shall perform such duties as the Committee from time to time may determine and assist in the furtherance of the objectives of HMS in whatever manner the Committee determines.

## **Additional HMS Roles**

35. The HMS Committee may, as it sees fit, appoint additional roles to assist with the running of HMS activities. Such additional roles may include but are not limited to such things as:
  - a. a safety officer;
  - b. a property officer;
  - c. a news and social media officer;
  - d. an IT officer



36. Such roles are not office bearers or part of the HMS Committee but may be invited to attend Committee meetings.

## **SHED OPENING TIMES**

37. The Shed will open when there is an approved regular activity and at other times subject to approval by the Committee and after consultation with the “auspicing body”.
38. HMS is to ensure that activities conducted are notified to the “auspicing body” so that possible Men’s Shed activities that may clash with the “auspicing body’s” activities can be discussed and the “auspicing body’s” approval to conduct the Men’s Shed activity is received.

## **MEN’S SHED RULES**

39. The detailed arrangements and activities of the Shed shall be outlined by a set of rules and procedures which shall be prepared and implemented by the Committee, with the approval of the members. The current Rules of the Shed are attached as Attachment A.

## **CHANGES TO HMS CHARTER**

40. The HMS Charter can only be amended by the Committee after consultation with shed members and must be ratified by the “auspicing body”.
41. A quorum is required of the Committee to pass any proposed changes to the Charter document after consultation with the membership has occurred.
42. A minimum of two weeks’ notice must be given to members before a special meeting can be convened to amend the Charter and/or dissolution.

## **DISOLUTION OF HMS**

43. The HMS can be dissolved under two circumstances.
44. The first will require a special meeting called by the HMS Committee:
  - a. a quorum and a majority vote of two thirds of the registered HMS members attending a special meeting is required to pass a motion to dissolve HMS;
  - b. a minimum of two weeks’ notice must be given to members before a special meeting can be convened to dissolve HMS; and
  - c. any resolution to dissolve HMS must be ratified by the “auspicing body”.
45. The second circumstance is, if the Shed's activities are inconsistent with the vision and values of the “auspicing body”, or if Shed’s activities or members bring the

reputation of the “auspicing body” into disrepute. The “auspicing body” will issue a notice to the Committee who must respond in 28 days. The final decision will be the “auspicing body’s” to make, after consideration of the response by the Committee.

## **PROPERTY AND EQUIPMENT**

46. The land on which the Shed resides is leased by the “auspicing body” from the ACT Government. In the event of HMS being dissolved the following apply:
  - a. any asset purchased or being used by HMS that is referenced in Schedule 1 is to have ownership transferred to SACT;
  - b. all other HMS assets which are fully paid, including monies in the HMS bank account, remain the property of HMS;
  - c. any tool, or piece of equipment, on loan to HMS is to be returned to its rightful owner;
  - d. HMS assets which have not been fully paid remain the responsibility of HMS to pay;
  - e. any tool, or piece of equipment, which becomes surplus shall be gifted to another Men’s Shed with similar objectives to that of HMS or SACT.
47. While under auspice, where HMS owes a debt to third parties through financial arrangements formally agreed by SACT, all assets of HMS, including cash at bank are considered property of SACT until the debt is satisfied, so long as SACT does not unreasonably dispose of said assets.
48. Where HMS becomes incorporated under 17a, all assets of HMS will transfer to the new incorporated body, and hire and storage fees may apply to utilise allocated space.

## **SCHEDULE 1**

### **ASSETS TO BE TRANSFERRED TO SACT ON TERMINATION OF AGREEMENT**

In the event that this agreement is terminated as a result of sub-Clauses 17b, 17c or 17d, the following assets are to be transferred to SACT:

- i. any site sheds;
- ii. any shipping containers;
- iii. any garden sheds or other sheds;
- iv. any mounted items such as a defibrillator or shelving structure;
- v. any paving and other landscaping activity outcomes which, if removed, will adversely affect the appearance of the softball complex; and
- vi. any other fixed assets.

Any changes to this schedule must be discussed and agreed between the auspicee and the auspisor prior to amendment.

# Hawker Men's Shed

## Rules of the Shed

### *Helping Build a Better Community*

#### **Conduct**

1. In order to comply with Work Health and Safety and Insurance requirements all members attending HMS are to sign the attendance book on arriving and departing the shed.
2. All members attending HMS and whose signature is recorded on the attendance sheet are subject to these rules and regulations.
3. All members attending HMS are to behave in a sensible non-threatening manner to all other members attending HMS, and appreciate and respect the values and beliefs of the other members and visitors attending the shed.
4. All members attending HMS are to act according to equity and privacy principles in regards to all members of HMS.
5. All members attending HMS are to behave in a manner that does not bring the good name of the HMS "auspicing body" into disrepute within the local community.
6. All members attending HMS are invited to contribute to shed activities, suggestions/ideas and problem solving.

7. All activities undertaken in the shed are to comply with Work Health and Safety regulations including any rules relating to the use of specific equipment.
8. Where required ensure:
  - equipment, bench tops, work areas and floor areas are kept clean and tidy at all times;
  - tools and equipment are returned to their correct location immediately after use;
  - rubbish bins are emptied at the end of each session;
  - any incidence of issues with the shed, work spaces, machines and tools are reported.
9. Whilst within the softball complex which is leased by the “auspicing body” members are required to adhere to the “auspicing body’s” policies and rules.

## **Dress Standards**

10. All members attending HMS are to wear the appropriate Work Health and Safety protection as required.
11. No thongs or open toe footwear is to be worn in HMS work areas.
12. No offensive clothing is to be worn.

## **Membership and Disciplinary Action**

13. The Committee may approve or reject any application for membership if such a decision is required.
14. The Committee may approve or reject any application for a hobby or activity.
15. The Committee may for good and sufficient reasons warn, or caution a member for a minor offence. No other disciplinary action is to accompany the warning, or caution. A second warning/caution may result in the member being suspended for 30 days.
16. The Committee may suspend a member’s membership for up to 30 days for ~~any~~ multiple minor offences or for any major offence.
17. The Committee may terminate the membership of a member for any major offence. If the membership is terminated, the member cannot re-apply for membership for a period of six (6) months.
18. Any person who is banned from attending the softball facility by SACT cannot become a member of HMS until that ban is served.

## **DISPUTES BETWEEN MEMBERES**

19. Where there is a dispute or disagreement between HMS members, HMS will employ a mediation process to attempt to resolve the issue. The mediation process may involve the bringing in an external person to address the issue between the persons.
20. Where the mediation process does not resolve the issue, the HMS Committee may take whatever other action it deems appropriate to resolve the issue. In more serious cases this may include the disqualification or suspension of membership of HMS.

## **Breaches to the Rules**

21. Minor offences are identified as being isolated instances of:
  - swearing
  - unacceptable language
  - unacceptable behavior
  - lapse in temper control
  - disrespect of a member or a members beliefs
  - breach of Privacy Principles
  - breaches of any Safety regulations
  - breaches of the drug and alcohol policy of HMS or the “auspicing body”
  - breaches of the smoking policy of or the “auspicing body”
  - breaches of the dog policy of HMS or the “auspicing body”
  - any other requirement or rule within the HMS Charter or Rules of the Shed
22. Major offences are identified as being incidents involving:
  - repeated minor offences
  - bringing the good name of HMS into disrepute
  - bringing the good name of the “auspicing body” into disrepute
  - instances of violent behavior or assault

- continual disruption of the harmony and well-being of other members
  - property damage
  - illegal or unlawful behavior
23. Any minor offences may result in the offender being counselled by the Committee or a nominated representative.

## **Drug and Alcohol Policy**

24. Whilst at the Shed, no illegal drugs any kind is to be consumed in, or in the vicinity, of HMS.
25. No person under the influence of any illegal drugs, or who is intoxicated by any form of alcohol, is to be permitted to attend HMS.

## **Smoking Policy**

26. The HMS building and the softball complex within which the HMS building is located, is a non-smoking area.
27. Smoking is only permitted in the designated smoking area.
28. All cigarette butts are to be disposed of in the proper receptacle.

## **Dog Policy**

29. The HMS building and the softball complex within which the HMS building is located, are regulated by the ACT Government which prohibits the bringing of dogs, with the exception of registered assistance dogs, into the complex.

## **Hobbies and Activities**

30. The HMS Committee will determine all hobbies and activities undertaken by the shed.
31. Members can request that HMS undertake undertake a particular hobby or activity.

## **Refreshments**

32. Coffee, tea and light refreshments will be provided for members with a gold coin donation given, if members are financially able to do so.

## **Tools and Equipment Policy**

33. All tools owned by HMS are to be recorded in the property register.

34. All tools on long term loan are to be recorded in the property register.
35. All tools owned, or on loan to HMS, are to be electrically safety tested and appropriately tagged.
36. No tools or equipment can be borrowed from HMS unless authorised.
37. All members attending HMS are to be assessed for the competency to operate, or to use the tools in HMS.
38. Members are permitted to bring their own power tools and equipment to HMS, provided they are in good working order.
39. Where a tool does not appear on the property register as a loan, it is considered to be the property of HMS.

## **Costs**

40. Members attending HMS will be asked to contribute to the cost of running HMS, through an annual membership fee, subject to consideration of their financial situation.
41. Members may be asked to pay for the cost of materials used in pursuing a personal hobby or activity.
42. A gold coin donation will be asked for attendees at HMS to meet food, beverage and other costs each time that they attend the shed. Discretion as to financial situation will be considered.

## **Operating Times**

43. HMS is to operate based on demand and approved activities.
44. Subject to Committee approval, members may attend HMS at any time outside normal operating times, but must not use any power tools unless two members are in attendance. Keys can be obtained after discussion with a Committee member. No additional keys are to be cut.
45. SACT must be notified by the Committee prior to any access outside of regular shed hours.
46. The Committee must consult with the "auspicing body" to ensure there are no conflicts or issues with a member attending outside of the normal operating hours.



## **Softball Complex Maintenance**

47. No members of HMS are to be requested to carry out any routine softball complex maintenance, unless approved by the Committee.
48. Members of HMS may volunteer to carry out softball complex maintenance, or any other softball related projects on request.

## **Softball Events**

49. There is no requirement for members of HMS to volunteer at any softball event.
50. Members of HMS may, as a personal decision, volunteer at softball events.
51. The Committee may approve HMS members attending a softball event as a project or fundraiser for HMS.

## **Men's Shed Resources**

52. Members attending HMS may have to provide their own material to undertake a personal hobby or activity.
53. Members attending HMS may use any materials that have been donated to HMS.
54. All tools and equipment purchased by HMS remain the property of HMS.
55. Sales of surplus donated material are to be reinvested in HMS activities.

## **Authorisation for use of Tools and Equipment**

56. All members are to be formally assessed before using any tools or equipment.
57. Members' competency to use HMS tools and equipment is to be recorded in a register.

## **Work Health and Safety**

58. All activities undertaken in HMS are to comply with Work Health and Safety regulations, including any rules relating to the use of specific equipment.
59. All Shed members must familiarise themselves with Work Health and Safety signage displayed in HMS.
60. All members are to abide by any additional requirements raised by the HMS Safety Officer.

61. All members must remain aware of the need to place safety as priority one in all Shed activities and actively participate in maintaining a safe environment by identifying and reporting all potential hazards.

## **Inspection of Tools and Equipment**

62. All tools and equipment owned or operated by HMS are to be checked by the Safety Officer prior to first use.
63. Details of all tools and equipment checked by the Safety Officer are to be recorded in the property register.
64. An annual test and tag will be undertaken by HMS.

## **First Aid Kit**

65. A comprehensive first aid kit is to be maintained in HMS. One member of HMS is to be encouraged to hold a current First Aid certificate.
66. The defibrillator should be checked annually to ensure it is in good order.

## **Fire Extinguishers**

67. Appropriate fire extinguishers are to be installed in strategic locations within HMS.
68. All members of HMS are to familiarise themselves with the approved operation of the fire extinguishers.

## **Storage of Dangerous Goods and Liquids**

69. All dangerous goods and liquids are to be stored in accordance with the applicable Work Health and Safety regulations.

## **Illegal Activities**

70. No dangerous or illegal activities are to be undertaken in HMS.

## **House Keeping**

71. All tools and equipment are to be maintained in a clean and tidy state at all times.
72. All tools and equipment are to be returned to their correct location immediately after use.
73. All bench tops, work areas and floor areas are to be kept clean and tidy.
74. All rubbish bins are to be emptied at the end of each session.

75. Hygienic practices are to be observed as required.
76. The area outside HMS project area must be maintained to an appropriate standard approved by SACT (e.g., grass mown, clean and tidy, no rubbish, etc).