

CAIRNS & DISTRICT WOODWORKERS GUILD INC.
 16 KNIGHT STREET, PORTSMITH, CAIRNS 4870
 Phone: 07 40355583

MEMBER'S INTRODUCTION & GUIDELINES

Please take your time to read this guide and use it as a general reference. Do not hesitate to ask questions of members should you need clarification on any of the below. We are all here to help you get the most out of your Guild.

This Guild was formed by likeminded people sharing an interest in the art of creating things from wood. We encourage members to share their knowledge as the Guild is made up of a diverse group of people from all walks of life. The knowledge contained within the Guild is vast as some members have worked with wood for most of their lives. Membership is more than just belonging to a club but should be seen as joining a family where every member is part of this family and we all take care of one another. As a member of the Guild you are part of the club. An important thing to remember in the running and maintaining the clubs future as it is "Your" club. Ultimately you will get out of the Guild what you put in. We pride ourselves on building great comradery and assisting a vast network of people to benefit from the Guild.

Within the Guild, groups have been formed in the past by members with like-minded interests to swap ideas and help with projects. These include toy making, box making and woodturning. You may have an idea for another group, if so we encourage you to discuss your ideas and will assist wherever we can.

If you have a skill that you would like to share with others perhaps you would consider holding a class. Classes have been very successful at the Guild and are also a good source of income for the Guild. The Guild will support any such venture and assistance from other members is always forthcoming.

The Guild is constantly growing in membership and we encourage female membership and junior membership. Junior membership is accepted from the age of 13 with parental/guardian consent forms signed. The Guild also offers a family membership discount so why not let the whole family enjoy the Guild.

Current Membership fees are as follows:

Pay \$80.00 annual membership fee

A pensioner discount applies. Student membership is set at \$50

A membership joining fee of \$60.00 is payable in conjunction with your membership fees

When can I access the workshop?

You may attend the workshop during the rostered hours specified:

Tuesday 9am – 4pm, Wednesday 4pm – 8.30pm, Thursday 9am – 4pm, Saturday 9am – 4pm

Two members must be in attendance when any machinery is operating. Should the last key holder need to leave prior to the closing time you will be required to vacate the premises.

The Guild may be open during other times and rostered days can increase when needs arise.

When does the Guild meet to hold General Meetings?

The Guild holds general meetings every 3rd Sunday of each month. Meetings are advised on the notice board and changes are advised if/when required. As a member of the Guild you are required to attend as many meetings as possible as items on the agenda may require your vote. Members are encouraged to have their say and discuss their ideas to improve the Guilds functionality and bring forward new items.

The Annual Meeting is announced towards the end of the financial year after the financial statement is available. The management committee is made vacant and elections for committee positions are held. Members are required to attend.

If you are unable to attend you are required to send apologies to the secretary prior to any meeting.

Is there an attendance fee to use the workshop?

A \$5.00 attendance fee is payable each visit for use of equipment which is to be put in the honour box and recorded in the attendance book.

Any consumables used which you didn't bring will also be paid for at time of use/attendance E.g. sandpaper, glues, lacquers, oils, hardware.

Your membership fees do not include the use of electricity or consumables during your visits.

Exemptions: If your work is limited to hand tools only using bench space (non powered tools) or if you are working on a club project you will not be expected to pay the attendance fee and/or need to pay for consumables. Simply note your reason for non-payment in the attendance book. E.g. "on duty", "club work", "bench work",

Commercial Operations

The Guild does not allow the manufacturing of goods for commercial or cottage industry sale on its premises and will not support members of such operation.

Does everyone have to undergo the safety machinery induction?

Yes. To ensure the safe operation of the Guild you must undergo the safety and machinery inductions. This can be done in stages for the machines you wish to use for your project. Any member deemed competent on the particular machine you wish to use will be able to sign off on your competency. Your safety is our number one concern seconded only by the proper use of the equipment supplied. It is only after you have been signed off

Can I use the Guilds timber when I want to make something?

The timber stored at the Guild is for everyone to use. All timber is charged out at a nominal rate calculated per cubic metre. Please check the current rate on the Guilds notice board. If you need help working out the amount owed please ask the person on duty to help you. There is no such thing as an offcut with no value. Please record what you paid for in the attendance book and place the amount owed in the honour box. IOU's are not accepted.

You will not be able to "reserve" any timber for use later by placing your name on it. If you would like the timber you need to buy it and take it away. We will not be responsible if timber is left at the Guild and is used by someone else.

What is the Guilds club house used for?

The Guilds club house is used as a gallery for members' works to be displayed and offered for sale. Meetings are held in the club rooms as are meal breaks. We provide facilities for cold water, refrigeration, cooking, coffee and tea making and generally a place to socialise and get together for a chat.

You are expected to help keep this area clean and tidy to ensure everyone can enjoy this facility.

The Guilds club house/gallery is not a storage facility for items or work in progress. All work in progress should be taken with you when you leave.

Does the Guild use the internet and social media?

The Guild has a website which is constantly updated. You can find out about what's happening, upcoming classes and get the latest newsletter from there. The URL is <http://www.woodiescairns.org.au>

We also have a Facebook page and we encourage positive publications of club related matters to be posted here.

Does the Guild do work for outsiders?

At times the Guild is approached to carry out work for people who want a special project built. The Guild will assess the work required and ensure resources are available to get satisfactory outcomes. The Guild will seek input of time and effort from members to complete these projects for the benefit of the Guild. It is one way of raising funds to keep the doors to the Guild open.

How does the Guild raise funds to purchase equipment?

The Guild will raise vitally needed funds by attending markets and fairs, build and sell commission work, display and sell items in selected shops, organise sausage sizzles and hold classes. All these tasks require member participation to succeed. Please volunteer some of your time to these important fundraising ventures.

Can I bring my friend, Family or non-member to visit?

We encourage bringing visitors to the Guild but ask you to follow some simple guidelines.

All visitors must be accompanied by a member and signed in to the attendance book. Visitors will not be allowed in the machinery room or lathe room areas unless special considerations are in place (E.g. open day demonstrations). On these occasions the appropriate PPE (Personal Protective Equipment) must be worn as signed areas dictate.

At no time are visitors allowed to use any tools or equipment or carry out any type of work pertaining to woodwork unless permission has been given by a member of the management committee to determine the possible risk of exposure to the Guild.

All visitors must abide by the Guilds general safety rules and club etiquette. Children must not be left unattended.

Guild representation

Members are encouraged to attend functions of neighbouring woodworking clubs, schools and various community groups representing the Guild and spreading the good word of C&DWG Inc. We encourage the wearing of Guild insignia shirts which are available to purchase at the Guild. It shows that you are proud to be a member and may promote others to join our Guild.

Club tee shirts are available at nominal cost and members are encouraged to wear them at club functions. Be proud of your membership!

Guild members are encouraged to enter woodwork competitions and to attend market days to display their woodworking talents and to sell their products.

Fundraising

The Guild will from time to time engage in functions and activities to raise funds to continue the day to day running of the Guild. Members are asked to get involved and volunteer their time to help make these functions and activities a success. The Guild requires these fund raising ventures to keep the doors open and to ensure the machinery can be maintained and updated as required. The Guild will communicate the required tasks to members and it is expected that members participate (special considerations may apply from time to time to exempt some members).

Working Bees

The Guild will require members' participation in working bees held from time to time. These may include toy building, commission work production, clean up days, timber processing, timber slabbing, off site milling of timbers, collection of timber, removal of rubbish just to name a few. It is expected that members attend as many working bees as possible to maintain the club and its financial position. Members are informed of these tasks via the notice board, meetings and emailed requests from time to time.

A roster of repetitive tasks, e.g. lawn mowing, bathroom cleaning, kitchen cleaning and club house cleaning is displayed on the notice board of the Guild. Please put your name to some of the tasks listed. "Many hands make light work".

Does the Guild provide PPE?

The Guild will at times provide basic PPE (Personal Protective Equipment) but is not obligated to do so. It is the responsibility of the member to ensure appropriate PPE is worn for the task at hand.

What must I wear when coming in to do any work?

The Guild insists on appropriate clothing and enclosed footwear fit for purpose to be worn whenever work is being carried out by the member/guest. If a member is only going to the club house and not entering the workshop area the rules can be relaxed.

What are some of the things I cannot do?

- Remove, tamper or modify any guarding on any machines
- Disassemble any machinery unless supervised by competent person on duty
- Deliberately damage machinery or property
- Borrow or remove any plant, equipment, tools or property from premises

Breaches as listed, but not limited to, will result in membership cancellation and liability to make restitution for loss by the person or persons.

Insurance

The Guild is the holder of public liability insurance. This covers financial members for damage or injury caused to others. Conditions and Limitations apply.

The Guild does not cover members for self-inflicted injuries. The Guild recommends members seek their own Accident Insurance Policy to gain cover for injury caused whilst working in the Guild.

The Guild cannot and does not take responsibility for the loss or damage to any property stored, brought or made on Guild premises or any other venue the Guild may attend from time to time.

Disclaimer

The Guild, its Executive Committee and its members take no responsibility whatsoever for any person not acting with due care and diligence in accordance with the guidelines, rules, safety recommendations as posted and the Constitution of the Guild either those existing and/or as amended and distributed to members from time to time.

Furthermore, the Guild, its Executive Committee, Members and Guests take no responsibility for the completeness or accuracy of any information or ideas which may be shared, published or distributed in any way to any person in good faith, nor the reliance on, use of, or result of any application for any pursuit whatsoever.

Acknowledgement

Please Initial the bottom right of each page of these guidelines and sign this back page before returning with your completed membership application form and payment. Applications for membership will not be processed without this form being signed and returned.

I, _____ of _____ acknowledge that I have read and understand the rules and guidelines as part of my membership application as stated and will abide with these and other guidelines, verbal or written given by members of the executive committee, as part of my responsibility of being a valued member of this Guild.

Signed : _____ Date: ____/____/____

Always Remember
Safety starts with YOU