



**This regulation document was authorised by the Bendigo Gem Club Committee on 19/3/2014 and supersedes any previous version.**

## **Regulations and Ethics**

*Regulation: a rule, principle, or condition that governs procedures or behavior.*

### **1. Regulation Changes.**

- a) The Committee can make changes to these Regulations at any time. A simple majority of the Committee members present is sufficient to carry any motion on changes/additions to these Regulations.
- b) Members may at any time recommend in writing to the Committee changes/additions to these Regulations. The Committee shall consider such recommendations and shall advise all members through Bendigem of its decision.

### **2. All Members**

- a) All new members must be closely supervised until the person has demonstrated they understand the principles and hazards of the task.
- b) Provide quality instruction to new members.
- c) Respect the rights, dignity and worth of every person regardless of their age, gender or ability

### **3. Exhibition**

All members are expected to assist with the organisation and running of our annual exhibition "Gemerama".

### **4. Families and Young Members**

- a) Parents must supervise the behaviour of their children on Club property and Field Trips.
- b) Parents should be encouraged to take an active interest in the Club and their children's work.
- c) At least two adults must be present when children are present. (Eg. Instructor and aparent/guardian)

### **5. Clubrooms:**

- a) The Attendance book must be signed by all members each time they attend the clubrooms
- b) Where a key to the Clubrooms, cupboards etc is required regularly to carry out their job, the member shall, on approval of the Committee, be issued the relevant key(s) and must sign the Key Register on receipt of same.
- c) Members with keys to the Clubrooms are only permitted to use such keys on official business or with permission of the Committee.
- d) Keys must be returned if the member ceases to have a need for them.

### **6. Workrooms**

- a) Workshops will be held at the times listed in Bendigem and on the noticeboard
- b) At least two members must be present before work can commence or continue.
- c) If no one attends after 20 Minutes the workshop will be cancelled.

- d) No member is to use the workshop equipment outside nominated workshop hours.
- e) Members must sign the attendance book and pay the appropriate fee when working in workrooms.
- f) All members are responsible for the equipment they use and the cleanliness of the room in which they work and must assist with cleaning before they leave.
- g) Personal Protective Equipment (PPE) must be used when necessary.
- h) Members must observe Attachment A, the “at risk” equipment access list.

## **7. Non Members**

Non-members visiting the Clubrooms may, on

- being provided with, and having the Safety Brochure explained to them by a duty officer or instructor and
- paying the workshop fee and
- signing the attendance book.

use the club equipment under the supervision of an experienced member or duty officer for a maximum of 1 session. Cannot borrow books from the library.

## **8. Provisional Members.**

Having completed application Form and paid membership fees may use the club equipment under the supervision of an experienced member or duty officer after:

- being provided with, and having the Safety Brochure explained to them.
- paying the workshop fee and
- signing the attendance book.

## **9. Library**

- a) Members may borrow free of charge from the Club Library, for up to four weeks.
- b) Loss or damage to be fully compensated by the borrower.

## **10. Workshop Fees**

- a) These fees are as set by the committee and displayed on the noticeboard.
- b) Where special training courses or workshops are organised for members, fees will be set for each activity and members advised at the time. Fees will be set to at least cover costs.

## **11. Field Trips**

- a) All members attending field trips must obey any reasonable direction, order, advice, or precaution issued by the Officer of the day.
- b) Any willful infringement of the club's rules will result in reprimand or expulsion.
- c) Permission to enter must be granted by the owner, lessee, manager, caretaker or other responsible person before entering private property. If permission is not granted or is unavailable, under no circumstances must any member enter the property.
- d) If permission is granted to enter a property, members must obey any reasonable direction, order, advice or precaution given by the person in control of the said property.
- e) Gates of properties must be left as found.
- f) Camp sites must be left clean.
- g) If fires are permissible, they must be properly extinguished and cleaned up before departing.
- h) Stock, including domestic animals, must not be interfered with under any circumstances.
- i) Fire-arms or explosives must not be used.
- j) Pets are not allowed unless explicitly authorised by event organiser.
- k) Members must confine their searching to the surface. Entering disused mine shafts or tunnels is extremely dangerous and is not allowed.

## Attachment A - Access to “at risk” equipment.

This page is an attachment to the Bendigo Gem Clubs list of club regulations. This release was authorised by the Club on 19/3/2014

The Club has and operates a number of pieces of equipment that could, if mis used, be dangerous. Therefore only people the Committee is satisfied are suitable experienced are allowed to operate or supervise the operation of the following equipment.

	<b>Details</b>	<b>Authorised People</b>
Saws	Large Rock Cutting Saws	Paul Scott Charlie Bock Ken Baker Gordon Sharp
Oxy-Gas Torch	Risk of fire, personal injury and damage to regulators and other equipment.	Martin Ruffell David Bannon Charlie Bock Gordon Sharp David Ruffell Paul Scott
Silver Casting System - Centrifuge	Molten metal, complicated processes, risks of personal injury and damage to equipment.	John Carey Charlie Bock
Silver Casting System - Vacuum		Paul Scott

Other club members may operate the above equipment but only under the close supervision of one of the relevant “Authorised People”. A Club Member who has successfully operated this equipment is not automatically added to this list, the Committee must approve any proposed additions.

Club members are reminded that Authorised People may not be available during any particular workshop session.

## Attachment B – Authorised Expenditure

The following table authorises the named office holders to commit club funds to club related matters.

	<b>Person</b>	<b>is authorised to</b>
1	Treasurer	pay the normal expected utility and similar bills as they arrive provided they appear reasonable.
2	Treasurer	pay the silver bill.
3	Treasurer	purchase routine “club supplies” such as kitchen materials, postage, stationary and similar providing the total such expenditure between any two consecutive committee meetings does not exceed \$250
4	Senior Workshop Manager	spend no more than \$250 between any two consecutive committee meetings on repairs and maintenance to club equipment.
5	Committee Member	spend no more than \$100 between any two consecutive committee meetings on matters relating directly to the club.
6	President	spend no more than \$250 between any two consecutive committee meetings on matters relating directly to the club.