

MT GRAVATT LAPIDARY SOCIETY Inc.

BY-LAWS

These By-Laws have been developed to operationalise the MGLS Constitution. They contain clear rules and guidelines to ensure there is a road map for Management, Instructors, and members for the smooth day to day running of The Club.

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1 Definitions

Adult is a membership category for people who are 16 years of age and over as at April 1st in the calendar year in which they join or renew.

Annual General Meeting has the same meaning as it does in the MGLS Constitution.

Club has the same meaning as MGLS and The Club and The Society.

Clubhouse is the MGLS club rooms located at 1873 Logan Road, Upper Mt Gravatt, in the Rory Chapman Reserve at the end of Carson Lane.

Chief Instructor is appointed at the Annual General Meeting. Members must be nominated on the appropriate AGM nomination form for this position as outlined in the MGLS Constitution. The Chief Instructor is a position of leadership, trust, and responsibility and is a member of the Management Committee. Refer to the Responsibilities section of these By-Laws for more detail on the role of the Chief Instructor.

Duty Instructor is a Member who is responsible for the Club and the safety of the Members when they are in charge and not instructing. Instructors assume the Duty Instructor role when there is no nominated Duty Instructor.

Family is a membership category consisting of two Adult members and up to two Junior members. The members must be related. A primary contact must be nominated with a Family membership (this is a set up requirement of the MGLS membership system), but all four people will be Club members.

General Club Meeting is the same as a general meeting and this has the same meaning as it does in the MGLS Constitution.

Instructor is a Member who has been appointed by the Management Committee as being competent in techniques relevant to a discipline and being able to share that knowledge in a safe and professional manner. Current Instructor types are Cabochon, Faceting, Silver, and Casting. Management may grant Temporary Membership so as to appoint an Instructor for a specialised discipline for which there not an Instructor available within the Club's membership.

Junior is a membership category for people who are at least 10 years old but under 16 years of age as at April 1st in the calendar year in which they join or renew. Fees for Juniors (joining or renewal) is set at 50% of the relevant adult fee, rounded up where the Junior Fee is not already a whole dollar amount. Juniors aged 10 and 11 years must sign in and be accompanied by an adult on the premises. Juniors aged 12-16 years must sign in and out with an Instructor.

Management refers to the Management Committee or any member of the Management Committee.

Management Committee is made up of the President, Vice President, Treasurer, Secretary, and Chief Instructor.

Member refers to someone who has joined the Club in line with the Club's processes and Constitution. A Member has both privileges and responsibilities as outlined in the Constitution and the Responsibilities section of these By-Laws.

Membership Year is the period from April 1st to March 31st of the following year.

MGLS is the Mt Gravatt Lapidary Society Inc.

MGLS By-Laws is this document. The by-laws outline processes and protocols in detail, are deliberately very operational in nature, and therefore not suitable to be included in the more formal MGLS Constitution. The MGLS By-Laws can be amended by the Management Committee and ratified at a General Club Meeting.

MGLS Constitution is a formal document setting out the purpose of the Club and the high-level guidelines and processes by which the Club exists and operates. The MGLS Constitution is registered with Fair Trading Australia and available on the MGLS website.

Special General Meeting (SGM) has the same meaning and protocols as that given to it in the Constitution. This includes that if a SGM needs to be called, there must be at least 14 days notice provided to members and at that time an agenda must also be provided which clearly details the reason that the meeting is being called.

Supervisor is a Member who has been appointed by Management for specific disciplines such as Silver, Faceting, and Cabbing. A Supervisor is not an Instructor but can supervise members who are already competent in the discipline. Refer to the Responsibilities section of these by-laws for more detail.

Temporary Member is someone to whom Management at their discretion, has granted Temporary Membership usually for a specific purpose and/or period.

The Club is the Mt Gravatt Lapidary Society Inc and has the same meaning as Club, MGLS, and The Society.

The Society is the Mt Gravatt Lapidary Society Inc and has the same meaning as Club and MGLS.

Visitor is a person who is not a Member attending the club with the approval of Management or the relevant level of Instructor in lieu of Management. Visitors are often potential members and need to be shown around the Club.

2 Membership Joining Fees and Renewals

2.1 New memberships

| Membership Type | Total Fee Payable | Fee Breakdown |
|----------------------------------|-------------------|--|
| Adult | \$70 | Joining \$30 Membership \$30 Badges \$10 |
| Junior | \$35 | Joining \$10 Membership \$15 Badges \$10 |
| Family (2 adults & 2 juniors) | \$140 | Joining \$60 Membership \$60 Badges \$20 |
| Temporary Member* | FREE | Not applicable |
| Life Member | FREE | Not applicable |

*Temporary membership may be granted to visitors at the discretion of the Management Committee.

The Membership Year is the 1st April to 31st March.

Any new member joining between the 1st of January & 31st March will pay full fees however they will receive membership till the 31st of March of the following year.

The membership component of each membership type is due by 31st March each subsequent year as the Annual Renewal fee.

2.2 Annual membership renewal

| Membership Type | Total Fee Payable |
|----------------------------------|-------------------|
| Adult | \$30 |
| Junior | \$15 |
| Family (2 adults & 2 juniors) | \$60 |
| Life Member | FREE |

2.3 Newsletter

The club's newsletter is available with the following options:

- a) **Print & Postage per Adult, Junior, or Family Member** **\$15 per annum**
- b) **Collect from the club** **FREE**
- Electronic (via email)** **FREE**
- c) **Life Members (Print & Postage or email)**..... **FREE**

2.4 Failure to pay renewal fees

A notice will appear in the newsletter stating that membership will be terminated in accordance with the MGLS Constitution if the fees are not paid before the next Management Meeting. Any memberships remaining un-renewed after that meeting will be terminated and membership details archived. No newsletters or other Club correspondence will be received once terminated.

Once terminated, if person wishes to again be a Member, they may do so at the Annual Membership Renewal fee set out in section 2.2 if they rejoin by 30th June that same year, otherwise New Membership fees and processes will apply.

2.5 Leave of Absence for Members

A Member may request a leave of absence for a period up to two years. During the period of leave of absence membership fees do not apply. If the member does not re-new membership within three months of the end of the leave of absence the New Membership fees will apply. No pro-rata shall be applied to memberships because of a leave of absence.

In order to members on a leave of absence to continue to receive club newsletters and communications, they will remain as an active member within the club's membership database. This also means that the member will receive automatic renewal notices if the leave of absence is taken leading up to, or across membership renewal time (1 April). The member can be instructed to ignore the membership renewal emails, and the Membership Secretary will need to manually 'restore from archive' the membership if the member is still on leave by 1 June in that same year.

3 Other Fees

3.1 Session Fees

The sum of \$5.00 will be charged for adult members and \$3.00 for junior members (regardless of the time worked), for a 4-hour session, when attending the club rooms for the purpose of active work, using the machinery and all designated work station. If a session is planned to last longer than 4 hours (a decision at the discretion of the Chief Instructor and Duty Instructor), a larger session fee can be applied.

The session fee is payable in addition to course fees (silver, faceting, special courses) when attending MGLS for courses.

3.2 Rock Sawing Fees

All Rock Sawing shall be paid for at the rate of 50c per square inch (minimum 1 square inch) and must be paid to the Duty Instructor immediately work completed.

3.3 Faceting Course Fees

Members undertaking Faceting courses will pay \$40 course fee, plus the cost of the material for the projects to be undertaken in that course. Once the Member has been notified of the course date, the cost of the course must be paid by the date stipulated in that correspondence/communication (usually 2 weeks prior to commencement) in order to secure their place in the course. Any course places not confirmed and paid by the specified date will be offered to another Member on the waiting list for that course.

3.4 Beginner Silver Course Fees

Members undertaking the Beginner Silver course will pay \$40 course fee plus the cost of materials for the projects to be undertaken in that course. Once the Member has been notified of the course date, the cost of the course must be paid by the date stipulated in that correspondence/communication (usually 2 weeks prior to commencement) in order to secure their place in the course. Any course places not confirmed and paid by the specified date will be offered to another Member on the waiting list for that course.

3.5 Special Course Fees

Fees for special courses such as silver courses such as advanced or special project nature, and all external courses will be determined during the planning of the course and communicated as part of the announcement of each course. Casting fees and associated costs are outlined in the Casting Rules in the appendices of these Bylaws.

3.6 Office Related Fees

All telephone calls (charged at 50c) and photo-copying (charged at 10c per page) not ordered by Management or the Duty Instructor must be paid for immediately.

4 Responsibilities

4.1 General Responsibilities

- The President is responsible for the day to day operations of The Club.
- The Management Committee shall have control of the Clubrooms. The workshop and operation of the machinery is primarily the Management's responsibility, with delegation to the Chief Instructor or Duty Instructor/other Instructors in the absence of the Chief Instructor.

4.2 Responsibilities of the Chief Instructor

- Roster and coordinate all Instructors to ensure coverage for members attending the various classes and sessions as advertised.

- The Chief Instructor is responsible for ensuring an adequate supply of cabbing, faceting and silver material is available in the club.
- The Chief Instructor or any Instructor delegated by them will be in complete charge of all classes.
- Ensure that all Instructors are aware of their responsibilities and how to execute them.

4.3 Responsibilities of the Duty Instructor

- The supervision of the Clubroom including the workshop.
- Ensure Members sign the attendance book
- Ensure Visitors sign the attendance book.
- Supervise Visitors around the clubhouse.
- Collect fees (session, course, and sales).
- Orientate any new or temporary Member to the clubhouse and club rules including the discussion of club dress code, etiquette and workplace health and safety guidelines before that Member can commence work.
- Ensure that Members meet their responsibilities.
- Ensure all library books are signed out and in correctly.
- Supervise all sales of materials.
- Perform the sawing of all stones in the saw room.
- Supervise the cleaning of the machines.
- Supervise the general tidiness of the workroom.
- Switch off all machinery.
- Ensure the Clubrooms are locked securely and lights are off at the end of each session.
- Balance all fees collected during a work session with the attendance sheet. Put the money in an envelope with the top copy from the attendance book and place in the safe for the Treasurer.

4.4 Responsibilities of Instructors

- Acknowledge that Instructors are coordinated by the Chief Instructor who is elected annually at the Annual General Meeting.
- Undertake the responsibilities of the Duty Instructor if there is no Duty Instructor present for a session at which they are an Instructor.
- Share the responsibilities of the Duty Instructor as requested by the Duty Instructor due to the session being busy.
- Provide guidance and share expertise with Members in the relevant discipline in which they are an Instructor for that session.
- Stop any member regardless of experience level, who in their opinion, is damaging any equipment or disobeying any of The Club rules and code of conduct.

4.5 Responsibilities of Members

- Sign in by completing the session book with their name and session fee paid and add in any additional fees paid for other items such as course fees, silver sales, rock sales, sawing fees, and other fees paid in addition to the session fee.
- Pay your session fees by depositing the cash through the slot in the cash tin located inside the office door. If you do not have the correct change contact Management or an Instructor for assistance.
- Acknowledge that on admission to The Society it has been deemed that Members have agreed to be bound by the Rules and By-Laws, including amendments thereof.
- Members will be respectful of others privacy, ideas and feelings and respect the environment, equipment and material both at the club house and at all events arranged by the Club.
- Acknowledge that as Members they are representatives of the Club both at the club house and at all events arranged by the Club and will act accordingly.
- Notify the Instructor if they are leaving the premises for any period after they have signed in so as to facilitate emergency protocols if one were to eventuate.
- Exercise safe work practices
- Notify the instructor of broken or miss used equipment
- Ask an Instructor to cut your stones or ask the Instructor to use the saw room
- Clean up after a session
- Notify the instructor of intended purchases and pay the required amount into to the Instructor and note the purchase amount in the session book against their name.
- Notify the instructor if you are signing books out of the library.
- Add your name to various lists at the front of the Clubhouse for courses and field trips as are relevant to your areas of interest.

5 Administration

5.1 Constitution, By-Laws, and Procedures

- All new members or members families, upon being accepted into the Club will be advised of the MGLS Constitution and the MGLS By-Laws advised how they can obtain copy of them including that they can be downloaded from the Club's website.
- The MGLS Constitution can only be amended by proposed changes being accepted by special resolution at a General Club Meeting or the Annual General Meeting. A new Constitution must be lodged with Fair Trading Australia and is associated paperwork and fees with each lodgment. For this reason, the Constitution outlines the purpose of the Club and high-level requirements for its operation.
- As set out in the MGLS Constitution, development and changes of the MGLS By-Laws can be set aside at the next General Club Meeting. By-Laws provide the

flexibility for processes and protocols to be established and maintained without the external oversight of Fair Trading Australia and the associated costs.

- By-Laws are further supported with procedures maintained in the Procedure Manual at the Clubhouse.
- Procedures are written by Instructors and experienced Members contributing to the smooth running of the Club. Procedures and any amendments must be approved by Management and will be presented in a common format in the MGLS Procedure Manual stored at the Club.
- If there is a difference of advice between the MGLS By-Laws and the MGLS Constitution, the MGLS Constitution will prevail.

5.2 Meetings

If not already stipulated in the MGLS Constitution the following applies:

5.2.1 General Club Meetings

- General Club Meetings (GCM) are open to all members. All members present at a GCM have the right to vote on any resolution put to the meeting.
- There will be a GCM held once in each of ten months of every calendar year unless otherwise proposed by the Management Committee and agreed at a GCM.
- The Management Committee may meet as it sees fit in addition to the regular GCMs in order to exercise its function.
- Agenda items for new business at the General Club Meetings are to be made in writing to the secretary preferably via email at mglsecretary@gmail.com no less than 10 days prior to the meeting date.
- The Secretary will collate and post the agenda for the GCM at least 7 days prior to the meeting date. The agenda will be considered to have been posted by it appearing on the clubhouse noticeboard. Every effort will also be made to distribute the agenda by email at least 7 days prior to the meeting.
- Any new business items added after the agenda has been posted may not be able to be responded to at the GCM and may need to be carried to the next meeting.
- Minutes will be taken by the secretary and maintained electronically.

5.2.2 Annual General Meeting

- Notice of the AGM date will be provided to Members at least one calendar month in advance of the meeting date by announcement in the club newsletter.
- The election form(s) for office bearers will be published in that same newsletter and will also be distributed by email.
- If there is more than one nomination received for each position on the Management Committee, proxy voting forms will be made available ahead of the AGM from the clubhouse. Every effort will also be made to distribute the proxy voting forms via email.

- Notice of motions for the Annual General Meeting (AGM) are to be made in writing to the secretary preferably via email at mglsecretary@gmail.com no less than 2 weeks prior to the meeting date.
- The Secretary will collate and post the agenda for the AGM at least 10 days prior to the meeting date. The agenda will be considered to have been posted by it appearing on the clubhouse noticeboard. Every effort will also be made to distribute the agenda by email at least 10 days prior to the meeting.
- Minutes will be taken by the secretary and maintained electronically.

5.2.3 Management Committee

The Management Committee is made up of the office-bearers of President, Vice President, Treasurer, Secretary, and Chief Instructor. At the AGM, all members of the Management Committee retire from office, and nominations for those positions are reviewed and the new Management Committee determined. A member retiring from Management will not be eligible for re-election to the same position from which the member retired if it is the member's fourth consecutive term in that office/position. The member is eligible for election to another position on the Management Committee.

5.3 Club Accounts

The Club's bank accounts are maintained by the MGLS Treasurer. Business accounts can be established with only one signatory required from the Management Committee. This by-law is in line with industry online banking procedures where withdrawals and transfers are made by one authorised user.

At Management's discretion, the Treasurer may arrange for debit cards for selected office holders to facilitate the smooth running of the club. The Treasurer will ensure that those office holders are briefed on the appropriate use of the card and the expenditure limits outlined in section 5.4.

5.4 Limitation of Expenditure

5.4.1 Emergency Expenditure

The Management Committee shall approve emergency expenditure of up to \$1,000.00 in one month. Expenditure in excess of that amount must be referred to the General Club Meeting for approval.

5.4.2 Expenditure by Chief Instructor

The Chief Instructor may spend up to \$500.00 at any time on good material for cabbing, faceting or silver per month.

5.4.3 Librarian

The Librarian may spend up to \$200.00 on relevant and appropriate books for the Library per annum.

5.4.4 Museum Curator

The Museum Curator may spend up to \$200.00 for suitable materials for exhibit after being ratified by a committee member.

5.4.5 Other Expenditure

Any proposed expenditure by positions other than those specified above must be taken to the President or Treasurer or a General Club Meeting for consideration and approval.

5.5 Membership records

Membership records will be kept according to the MGLS Constitution, namely, they are confidential and will only be released for club purposes and to Enforcement Bodies for the prevention, detection, investigation or remedying of seriously improper conduct and unlawful acts. Membership records are maintained electronically.

5.6 Complaints

- Any member who feels that they have been unfairly treated by an Instructor may lodge a written complaint to the Secretary. The matter then will then be dealt with by the Management Committee.
- Any complaint by a Member about another Member must be made in writing to the Management Committee.
- Any Member who observes misuse of machinery or equipment has a responsibility to report it to the Duty Instructor.
- There is a procedure for Disputes, Grievances, and Equipment Abuse within the appendices of these Bylaws.

6 Workshop

The Workshop refers to the Clubhouse and the areas within it that relate to the specific disciplines offered by the Club.

6.1 Work periods

Generally, the clubhouse is open for Members to access the Workshop at the following times, but not on a public holiday unless by prior arrangement of the Management Committee:

- 9am – 12.00noon
- 1pm – 4pm
- 7pm – 9.30pm
- 9 – 1pm (open) 3rd Saturday of the month
- 9 – 1pm (open) 4th Sunday of the month

- Or regular days approved by the Management Committee
- Session fees apply as outlined in the Session Fee section of these By-Laws.
- The purpose of each session is announced on the Club's website and available in the MGLS Brochure.

6.2 Safety

1. All Members must accept that the Instructor is in charge at all times.
2. All Members must abide by the Club and Safety Rules. Refer to Appendix 1 of these By-Laws for details.
3. There are specific guidelines applicable to Junior Members and their parent(s)/guardian and these are set out in Appendix 1 of these By-Laws.
4. There are specific rules for the use of trim saws and grinding wheels set out in Appendix 1 of these By-Laws.
5. The Instructor must intervene if they see Members acting in a way that may be dangerous or not in the interests of the Member, The Club, or its machinery and equipment.

Appendix 1: Club & Safety Rules

1. Members must wear closed shoes. Members will not be permitted to use the machinery or be in the workroom areas without closed shoes. Sandals, clogs and thongs are not permitted.
2. All Members who have signed into the Clubrooms must notify the Duty Instructor if leaving the premises for any purpose. This is part of the emergency Procedure of accountability of persons on the premises.
3. There must be at a minimum of two Members, one of which is an Instructor, present at all times when work is being undertaken in the Clubhouse.
 - a. Instructors shall not use the machinery unless there is another member in the clubhouse.
 - b. A Member cannot use the machinery unless there is an Instructor present.
4. Junior Members:
 - a. While aged between 10 years and 12 years Junior Members must always have a parent or guardian with them in the clubhouse .
 - b. Junior Members regardless of age are only permitted to use Club Machinery under Adult Member supervision.
 - c. Junior Members regardless of age will not leave the Clubrooms without permission of the Instructor unless a parent or guardian is present.
5. Trim Saws and Grinding Wheels:
 - a. The **Trim saw will only be used for trimming rock already slabbed**, or for cutting pieces **too** small for the slab saw.
 - b. The trim saw is to be used ONLY under the control of the Duty Instructor.
 - c. Grinding wheels are to be replaced ONLY by the Maintenance Officer or in his absence a person nominated by the Management Committee.
 - d. A grinding or sawing machine must be switched off before retrieving stones that have been dropped into the trough.
 - e. Stones will be thoroughly washed after each stage of cutting or polishing.
 - f. The type of stone and cut shall be entirely the choice of the member.
 - g. The instructor shall not interfere in the choice of stone unless he or she is asked or considers that such stone is likely to damage the machine or cause a dangerous situation to arise.
6. The Instructor will intervene if the action of the Member is not in the best interest of the Member or The Club.
7. Gas torches must be filled outside the Clubrooms for safety and ventilation.

Appendix 2: Code of Conduct

The Code of Conduct helps everyone involved in Mt Gravatt Lapidary Society to understand what behaviors are appropriate and inappropriate.

It also outlines appropriate behavior and the consequence for inappropriate behavior.

The purpose of the Code of Conduct is to ensure Members support positivity and respect each other, and the environment. It is also to communicate the society's expectations and policies.

BEHAVIOURAL EXPECTATIONS

The following people are expected to behave in a respectful manner and comply with this Code of Conduct while on club business, attending Society's activities and functions, and on Society premises and surrounds.

- Management Committee
- Members
- Visitors including Contractors will be advised by the Instructor of the expected behavior and principles the Society expects when on Club premises and associated areas.

GUIDING PRINCIPLES for APPROPRIATE BEHAVIOUR in the SOCIETY ARE:

- **Be Respectful**
We will respect ourselves and other people. We will respect the privacy, ideas and feelings of other Members. We will respect the environment, equipment and materials associated with the society, members and others.
- **Be Safe**
We will endeavor to work safely to help keep others and ourselves from injury.
- **Be Cooperative**
We will strive to solve our problems by talking and listening to each other respectfully in order to find a solution. When we cannot solve a problem ourselves, we will refer it to the Management Committee for attention.
- **Be Supportive of learning**
We are here to learn the lapidary and associated crafts to the best of our ability. We will respect the Instructors and all Members and appreciate that not all can learn at the same rate.

UNACCEPTABLE BEHAVIOUR of MEMBERS and OTHERS INVOLVED in the SOCIETY:

- **Bullying** in all forms physical, eg. (Pushing, hitting and stand over tactics) verbal, eg (comments including emotional, social or cyber bullying).
- Actions or visual displays that are intentionally, hurtful, intimidating, threatening and or repetitive (eg. Mocking, threatening, yelling and screaming, sexist or homophobic comments)
- **Harassment:** This includes any behavior that degrades, demeans, humiliates or embarrasses someone, that a reasonable person would know is unwelcome. (eg. Physical touching or pushing, verbal nick names or hurtful jokes, visual posters or cartoons, inappropriate e-mails or postings on the internet)
- **Sexual Harassment/ Abuse:** Which is subjecting a person to any of the following in such a manner, or in such circumstances, that the anyperson feels offended, humiliated or intimidated by the second persons conduct. eg. Subject another to an unsolicited and intentional act of physical intimacy. Demand or request, directly or by implication, sexual favours from another person.
 Make a remark pertaining to another person, being a remark that has sexual connotations.
 Give unwelcome attention of a sexual nature.
- **Abuse:** Of any form (physical or psychological), (eg. including verbally, in writing or otherwise, face to face confrontation, inappropriate e-mails or postings in writing or on the internet)
- **Discrimination:** Against any person or group. For reasons of their race, colour, ancestry, nationality or place of origin, ethnic background, religion, age, sex, gender-determined characteristics, sexual orientation, marital and family status, source of income, political belief or physical or mental disability.
- **Actions:** That put another persons at risk of harm. This includes violent physical acts with or without a weapon and threatening another person.

Harassment, discrimination and bullying are illegal

What can you do if you are being harassed, bullied or discriminated against?

1. Tell the harasser/offending person, straight away, that you do not want them to behave in such a manner.
2. If this approach is unsuccessful or you feel you cannot approach the person directly you should approach the Instructor. If the instructor is responsible for the harassment or discrimination you should then approach a member of the Management Committee with your complaint.

APPROPRIATE USE of TECHNOLOGY

In order to protect people's privacy and the confidentiality of information.

All Members involved in our society will use e-mail, electronic devices and the Internet according to our policies.

CONSEQUENCES of INAPPROPRIATE BEHAVIOUR

We will endeavor to respond consistently to inappropriate behavior by Members and others involved in our society by:

- Reminding people involved persons expectations, limits and practices of the Society.
- Using a respectful approach to explain why a behavior is inappropriate and what behavior is expected.
- Talking only about the behavior and refraining from labeling those involved.
- Responding sympathetically and acknowledging the feelings of those involved.
- Establishing natural, logical consequences in the circumstances

Depending on the severity and frequency of the behavior, the Management Committee may consider further steps such as:

- Suspending or dismissing a member (see the Constitution Mt Gravatt Lapidary Society)
- In the case of a visitor, not allowing the person to return to the society or society premises.
- Contacting the Police if the behavior is considered illegal, such as abuse, assault or threatening.

Appendix 3: Procedure for Disputes, Grievances, and Equipment Abuse

DISPUTES, GRIEVANCES AND EQUIPMENT ABUSE

POLICY

To comply with the Code of Conduct and to promote a venue for attendees to and work in a safe harmonious environment.

- Ensuring that all behaviour that is contrary to this policy is reported as soon as it is observed – (inappropriate behavior can be reported by any member not just the people involved).
- Create a working environment free from discrimination, harassment and bullying where everyone is treated with dignity, courtesy and respect.

Aim:

To promote a harmonious environment.

Making it clear that the Instructor is in charge of the building, equipment, the security of the premises and the personal safety of ALL MEMBERS. The Instructor is the Committee representative on premises and will be supported by the Management Committee and others at any time in attendance within the Club premises.

Procedure:

If an Instructor needs to discipline another member at any time:

1. Always have a witness and notify a Committee member of your actions.
2. Treat this as an incident and fill out an incident form. Noting your actions, the reason for those actions. Have your witness sign the form.
3. Take the member aside, preferably into the office. Try to make the discussion positive reminding the member of any safety aspects and expectations of the club.
4. Explain that you are giving issuer a warning that the behavior is inappropriate and that they are to desist immediately.
5. Ask the member to leave the session if the misdemeanor warrants this action.
6. If the behavior continues inform the member that it will be handed over to the Management Committee to deal with the behavior.

Depending on the severity and nature of the misdemeanor determination whether one or more warnings are appropriate will be made by the Management Committee

7. The Committee will meet, and assess incidents referred to them and insite the action to be taken.
 - The Management Committee will do:
 - everything possible to deal with any complaint fairly and adequately.
 - treat all complaints seriously and deal with them promptly, impartially and confidentially.

- take steps necessary to ensure a fair appropriate solution to the problem is reached.
 - take all reasonable steps to ensure all parties involved are advised that a complaint is under investigation and consideration, the results of any investigations that may have taken place and the final outcome.
8. After assessment by the Management Committee the member will be called in order to discuss the inappropriate behavior and the consequences.

Consequences may include in the case of serious misdemeanors:

- Loss of membership status and refusal of entry to Club premises.

Appendix 4: Cabochon Cutting Rules

- There will be no work in the Cabochon Cutting room, herein known as the Cabbng Room unless a dedicated CABBING INSTRUCTOR is on duty.
- There will be no work commenced until at least 2 persons are in the club-house.
- The DUTY INSTRUCTOR is in-charge at all times and they will make all the decisions on behalf of the Management Committee.
- If you damage equipment please report it to the duty instructor (we know accidents happen)

PERSONAL SAFETY

- Eyewear must be worn at all times when working on saws and wheels. (Normal glasses are adequate).
- Closed in shoes are mandatory.
- Ear protection is recommended.

BASIC RULES TO WORK CABOCHONS

- **Only one stone per wheel is worked at a time.**
- **Stones with the longest axis of 11cm on the face and 2.5cm in depth are the largest to be worked on the wheels.**
- **Stones over this size are to be cut on the saws.**
- **If only polishing the face use the flat lap.**
- **If it is bolder opal being cut, CLEAN EACH WHEEL AS YOU FINISH that grit. Do not leave slurry for the next person.**

- All slabs and freeforms are to have all excess rock removed.
- Excess is removed on the saws, not the wheels.
- All grinding and sanding is to be carried out using water. This removes the spoil and suppresses dust – in particular asbestos fibres
- If the piece is too large for the trim saw then the slab saws must be used and cutting fees apply for the slab saws as per the MGLS By-Laws.
- All stones will be worked around the room left to right.
- Stones must be worked on each grit, check with the instructor if you are not sure when to move on.
- **Do not jump one or more grits** to hasten the process.
- If you have a **very soft stone** speak to the instructor. Soft stones (Moh Scale) are started on a higher grit.
- Once the basic shape is formed all cabochons are to be dopped.

USE OF SOFT WHEELS

Following recent changes in/to the Cabbng Room, it has become apparent to Instructors that additional procedures should be established in order to improve personal safety and minimise damage to equipment.

Accordingly, the following rules are to be implemented:

1. SAFETY PROCEDURES WITH 'SOFT' WHEELS

In addition to the 'Novas', and the usual range of grit sizes which these cover eg. 280, 600, 1200 and 40 000), 'soft' wheels now include the expandable rubber type with replaceable belts. These belts can be quite sharp on the exposed edges and care needs to be exercised to avoid injury (cuts to fingers,etc). In addition to usual safety precautions for using wheels;

1.1. STARTING UP AND BELT ALIGNMENT

1.1.1. When first starting up, and after adjustment. Make sure the wheel is switched off and not still turning.

1.1.2. Align (centre) the belt on the wheel by hand.

1.1.3. After alignment switch on and check that the adjustment is correct.

1.1.4. If not, switch off and realign.

NOTE 1: Belts are more prone to overheating and drying out than Nova type soft wheels. Dry belts overheating cause damage to the adhesive holding the grit surface and can also result in scratches on the stone. Members should make sure that sufficient water is passing over the complete face of the wheel during use.

1.2. USE OF DOP STICKS

1.2.1. When using the 'soft' wheels all cabochons Standard, Fancy need to be correctly dopped. Freeforms with a longest axis under 25mm must be correctly dopped. Freeforms with the longest axis over 25mm can be worked on the 'soft wheels' without a dop stick. Special permission regarding dop sticks maybe given to experienced members at the instructor's discretion.

The reason for the instigation of the original rule is the excessive pressure and use of the middle of the wheels when stones are not on dopped sticks. However this happens when the member is unable to hold onto the stone therefore by introducing the min size on the longest axis the member is able to hold the stone without risk of injury or incorrect use of the wheels.

NOTE 1: In some instances larger stones may be unusually shaped and not intended or suited for cabochons. Instructors are to be approached and they then will determine whether this rule may be relaxed.

2 Nails are not to be used as dop sticks.

3 Whilst members are advised to wear eye protection, stones and other sharp object are hazardous to eyes and limb when loosed. The use of dop sticks on all stones reduces this risk.

2. MINIMISING SOFT WHEEL DAMAGE

In order to prevent undue wear presently occurring to soft wheels, and the premature replacement of wheels and belts due to accidental damage, the following rule is also to be implemented.

2.1. Before proceeding to any soft wheel, all stones being processed are to be finished of scratches on the 320/360 grit hard wheels.

NOTE 1: Hand held stones are responsible for almost all of the damage to soft wheel surfaces, whenever members lose grip on the stone and the wheel/belt tears it from their grasp. The use of dops on all stones being cabochoned on soft wheels will reduce this hazard to members from projectiles and minimise accidental tears to the wheel/belt fabric.

2 Some freeform shapes consist of sharp bends which cannot be processed on any soft wheel without causing undue damage to the outside edges. Frayed edges and loose ends are signs of this. Where any doubt occurs whether shapes should be finished with carving tools such as Dremel or Foredom drives, or the soft wheels, the Instructor will be consulted and will determine accordingly

START UP

1. Turn on lights and power.
2. Turn on water.
3. Turn on the hot wax pot.
4. Check all wheels and equipment for any damage or problems and report same to the instructor and put in the communications book at the front desk.

AT THE FINISH OF THE SESSION

1. The instructor will ring the bell 10 to 15 minutes prior to completion.
2. Members will stop work and take your stones to your box.
3. Members will assist with the cleaning of the room in preparation for the next session.
4. Wipe down and dry off all machine checking the wheels. Report any problems to the instructor.
5. The lines from the machines are flushed.
6. Make sure the grit and glass used for the backs of cabs are put away.
7. Check the templates and tools are in order.
8. The wax pot is to be cleaned and turned off.
9. The stepping stools are put away and floors are to be mopped.
10. Turn water off.
11. Turn light and power off.
12. Wipe down the table you have had your rocks and boxes on.

Appendix 5: Saw Room Rules

SAW ROOM INSTRUCTIONS 2018

- The CABBING INSTRUCTOR will be consulted at all times before the saws are used.
- There will be no work commenced until at least 2 persons are in the club-house.
- The DUTY INSTRUCTOR is in-charge at all times and he/she will make all the decisions on behalf of the Management Committee.
- Please close the door to the saw room behind you as you enter and leave the saw room. This helps manage the noise level in the club house.

TRIM SAWS:

- **Only work on one stone at a time during busy periods. At other times if you are cutting multiple pieces of stone, you must give way to a person wanting to cut only one piece.**
- **NO bolder opal on the trim saws.**
- **The Trim Saws are only for rock 40mm and less.**
- **Rock with the cutting height larger than 35mm must be blocked and put on the slab saws.**

LIQUID USED

1. Oil is not used on these saws.
2. Special cutting fluid is kept for these saws only.
3. The mixture is mixed (formula is 50mls 1 litre) of water.

START UP

5. Turn on lights and power.
6. Make sure the saw has sufficient fluid to spray a consistent line across your slab.
7. Turn power onto the saws.
8. Check all saws and equipment for any damage.
9. Report damage or problems to the instructor and put in the communications book at the front desk.

CLEANING AFTER USE

- Once the bell goes the Trim saws are part of the cab room clean up.
- The saws are brushed and cleaned off and wiped clean.
- Trim Saws are drained and cleaned out and fluid replaced once a week.
- Floors are mopped.

OPAL SAW:

- **This saw is not to be used without consulting the instructor.**
- **Only one faceting material, small crystals or solid opal is cut on this saw.**
- **NO bolder opal on this saw.**
- **No Agate nodules on this saw.**
- **This material should be no larger than 2cm square.**
Rock larger than 2cm are to be cut on the Trim Saw.

LIQUID USED

1. Oil is not used on these saws.
2. Special cutting fluid is kept for these saws only.
3. The mixture is mixed (formula is 50mls 1 litre) of water.

START UP

1. Turn on lights and power.
2. Make sure the saw has sufficient fluid to spray a consistent line across your piece.
3. Turn power onto the saws.
4. Check all saws and equipment for any damage.
5. Report damage or problems to the instructor and put in the communications book at the front desk.

CLEANING AFTER USE

- The saw should be cleaned after each use
- Once the bell goes this saw is part of the cab room clean up and should be checked.
- Clean off and wiped clean if necessary.

SLAB SAWS:

- **There is a cost to use these saws.**
- **Costs are 50cents per square inch to be paid at the time of cutting.**
- **The instructor will determine the cost and the money is put in the session tin and amount registered on the session sheet under saw fees.**
at the front desk.
- **These saws can only cut one rock at a time.**
- **The instructor must check the rock has been securely clamped before the saw is started.**
- **Some rocks will need to be blocked in-order to securely clamp for cutting.**
- **If you are unsure how to block the rock ask for instructions from the capping instructor.**

LIQUID USED

1. Non-diluted Masterol Oil is used in these saws.
2. Before each use check the oil is 1cm up the saw blade. The blades need lubrication in order to obtain a nice clean cut.
3. If more oil is needed ask the instructor.

START UP

1. Turn on lights and power.
2. Make sure the saw has sufficient fluid. The level should be at least 1cm up the saw blade.
3. Turn power onto the saws.
4. Check all saws and equipment for any damage.
5. Report damage or problems to the instructor and put in the communications book at the front desk.

CLEANING AFTER USE

- Once the bell goes the saws are part of the cab room clean up.
- The saws are brushed and cleaned.
- Saws are drained and cleaned out periodically when the sludge is disrupting the cutting process. See the instructor if you think this is needed.
- Floors are mopped.
- Clean all the dirty hand and fingerprints off the doors.

Appendix 6: Faceting Rules

These Faceting Rules were developed in consultation with the Chief Instructor and Faceting Instructors and were ratified at the April 2018 General Club Meeting.

- There will be no faceting work performed in the club house unless a FACETING INSTRUCTOR or Supervisor is on duty.
- A designated SUPERVISOR may supervise competent facetors
- There will be no work commenced until at least 2 persons are in the club-house.
- The DUTY INSTRUCTOR or Supervisor is in-charge at all times and he/she will make all the decisions on behalf of the Management Committee.
- If you damage equipment please report it (we know accidents happen)
- Maximum rough size for faceting is 20mm on the longest axis.
- Beginner students can only work under their FACETING INSTRUCTOR.
- Beginners students cannot work at supervised sessions until the course is complete they have proved they are competent.
- Beginner students have first right to machines
- Only Members who have completed the beginners course or have proof of competency are able to work at supervised sessions.
- Stones must be minimum 6, maximum 8.5 hardness on the MoHs scale.
- All dopped stones must be labelled
- \$20 deposit required on any dops removed from faceting room.

AT THE FINISH OF THE SESSION

- The Duty Instructor will ring the bell 10 to 15 minutes prior to end of session.
- You will stop work and pack up your work and equipment.
- Turn off the machines.
- Empty and put away water jugs.
- Empty all rubbish bins.
- Wipe down the bench you have been working at.
- Cover equipment with purpose made covers.
- Sweep *and* mop the floor.
- Report any problems with equipment to the instructor.
- Turn light and power off.
- Last out lock the door and put the keys away.

RULES WILL BE TRIALLED FOR 3 MONTHS THEN REVIEWED

Appendix 7a: Casting Rules

1. There will be no casting performed in the club house unless a dedicated CASTING INSTRUCTOR is on duty.
 - a. Casting Instructors are appointed by the Management Committee as being competent in casting techniques and being able to share this knowledge in a safe and professional manner.
2. The Casting Instructor is responsible for:
 - a. reading aloud to participants the Casting Safety Procotols;
 - b. ensuring that all casting session participants follow both standard club safety rules and those specific to casting as set out in this document.
 - c. the inspection and deeming safe and appropriate any casting equipment, including gas, brought into the club for the casting session. If the Casting Instructor cannot agree the safety of the equipment, then that equipment must not be used; and
 - d. ensuring that each participant has paid the correct fees and check that the session book is completed correctly.
 - e. ensuring that casting stations are only set up in locations near the doorways of the clubhouse.
 - f. ensuring that a fire blanket is present at each casting station.
 - g. read aloud to participants the Casting Safety Protocols, and have each participant complete a Casting Session Participation Form before casting commences.
3. As per Club rules:
 - a. there will be no work commenced until at least 2 persons are in the club house; and
 - b. the DUTY INSTRUCTOR is in-charge at all times and they will make all the decisions on behalf of the Management Committee.
4. Correct Personal Protective Equipment must be worn by all participants at all times. This includes wearing closed-in shoes with non-synthetic uppers, and extends to leather gloves, eye protection and a leather apron.
5. Casting sessions will be limited to no more than 4 participants per dedicated Casting Instructor in attendance.
6. Only one (1) casting station (crucible, gas etc) to be set up and used per Casting Instructor, up to a maximum of two casting stations per session.
7. In order to participate in a casting session, members must have completed the beginner silver course or be deemed competent in their silver skills (especially torch handling) by a Silver Instructor before they are able to cast.
8. Only sterling silver or fine silver is to be cast at the club. Higher heat is needed for other metals such as copper or brass and as such are not suitable to be cast at club sessions.
9. If you damage equipment please report it (we know accidents happen). Advise the Casting Instructor immediately.
10. A cost of \$3 per person is payable in addition to the session fee to cover club equipment (including a broom for broom casting), gas, and insurance for the specialised, higher risk nature of casting sessions. This additional amount is payable regardless of whether members provide some of their own equipment or gas.

11. Cuttlefish is to be provided by participants or purchased from the club in addition to the casting and session fees. Club cuttlefish prices are determined by market prices and availability.

AT THE FINISH OF THE SESSION

1. The Duty Instructor or Casting Instructor will ring the bell 10 to 15 minutes prior to end of session.
2. The Casting Instructor is to ensure that participants:
 - a. stop work and pack up work and equipment;
 - b. wipe down benches where work has been conducted; and
 - c. ensure the kitchen is tidy and empty all rubbish bins.
3. The Casting Instructor will ensure all club casting equipment is put away safely and appropriately, and that participants have removed any equipment brought with them to the session.
4. If the club house has opened specifically for the casting session, then the Casting Instructor will:
 - a. Balance the session book fees with the contents of the cash tin, and complete the session paperwork and securing of the funds as per club procedure;
 - b. secure internal club house special equipment cupboards/displays/doors and put the keys away and lock the key cabinet;
 - c. turn light and power off; and
 - d. ensure that the last person to leave locks the club house door and gate.

RULES WILL BE TRIALLED FOR 3 MONTHS
(OR AT LEAST ONE CASTING SESSION)
THEN REVIEWED

Casting Rules accepted at the September 2018 General Club Meeting

Appendix 7b: Casting Safety Protocols

(to be read aloud to the participants by the Casting Instructor at the very start of the casting session)

Casting is a process whereby molten metal is formed into new shapes and textures. Jewellers and metalsmiths use a number of techniques to cast metal into new forms. This session deals with the process whereby fine (999) or sterling (925) silver will be transformed by flame into a molten state and then transformed using one or more of the methods known as broom casting, cuttlefish casting, or water casting. The process is exciting and rewarding but one of the most dangerous carried out at the MGLS Club. Please listen as I take you through these key casting safety protocols:

1. Our casting station(s) is set up near the door(s) of the clubhouse to ensure good ventilation and a speedy exit if required.
2. The casting station is set up on a table with a fireproof surface. The addition of firebricks and crucibles further protect the surfaces where casting will take place.
3. There is only one casting station for each Casting Instructor present here today with a maximum of two casting stations allowed in any one session.
4. Only four participants have been accepted into this session for each Casting Instructor and casting station. Participants must concentrate when casting as there are a number of variables that are to be managed in a short space of time to achieve a cast outcome. Participants who are not actively casting at the time must not distract or behave in a manner that may distract the person who is casting.
5. You must wear your personal protection equipment when you are casting. At a minimum this includes covered footwear with uppers that cannot be penetrated by molten metal (leather), a leather apron, leather gloves, and protective eyewear.
6. You must continue to wear the specified shoes and leather apron if you remain anywhere near the casting station.
7. Only melt/smelt fine and sterling silver in this class. Sterling silver is an alloy and as such it is imperative that you know the source of the 925/sterling silver that you use. If you are not sure, do not use it in this class. Smelting metal where you do not know the origin or makeup may result in the smelting process giving off sparks, flames, molten metal, and/or gases unexpectedly which are a risk to yourself and everyone in the session with you.
8. If I am unconvinced of the true nature of the metal you have for melting, I will direct you not to continue with that specific material for the safety of yourself, others, and the clubhouse itself.
9. I will tell you about the heat source for this session and take you through the safety precautions associated with this substance before I demonstrate the first cast of the day.
10. The MGLS Casting Rules apply to this session and participants are directed to them now if they have not previously read them.
11. Are there any questions about the session, especially about safety?

MGLS Casting Session Participation Form

Date of Casting Session: _____ day of _____, 20__ .

Having read the Casting Rules and had the Casting Safety Protocols read to me and having had the opportunity to ask questions and receive clarification in regard to those questions, I hereby acknowledge the high-risk nature of casting activities. I confirm that I will abide by those rules and protocols and participate in the casting session on afore mentioned date.

Signed by participant:

Signature of participant: _____

Name of participant: _____

Signed on behalf of MGLS:

Signature of Casting Instructor: _____

Name of Casting Instructor: _____

A Casting Session Participation Form must be completed by each participant *prior* to commencing casting.

Completed participation forms are to be gathered by the Casting Instructor and submitted with other session paperwork at the end of the session.

Appendix 8: Fossicking and Field Trips - Processes & Ethics & Rules

Processes and Ethics:

1. The Field Trip Officer will notify the Management Committee of the intended Field Trip 8 weeks in advance. The request must be in writing and be presented before a Monthly meeting for ratification.
2. This application will need to have details of trip and accommodation available.
3. Members must be made aware while friends and family are welcome to attend field trips, the only person covered by the Club Insurance are the Members. The names of all attendees must be listed on the Field Trip Form which will be at the front of the Club in the lead up to the Field Trip date.
4. Members will have a month notice of the trip and a list made available for them to express their intent to attend.
5. It is the responsibility of the Field Trip Officer or Leader to ensure that all persons (especially visitors) are told of the Code of Ethics and Field Trip Etiquette) and made to understand that they are expected to abide by them.
6. It is the responsibility of the Field Trip Officer or Leader to show members and visitors samples of the type of material that is available and where to look for it.
7. All persons participating in the field trip are responsible for obeying such directions as the Field Trip Officer may make.
8. All members shall observe the following Field Trip Etiquette:
 - **Be Respectful**
 - **Be Safe**
 - **Be Cooperative**
 - **Be Supportive of fossickers**

Field Trip Rules:

- The private property or leases shall not be entered without prior permission of the owner or other responsible persons.
- When permitted to enter private property or lease, all conditions laid down by the owner must be complied with.
- Check boundaries of “permitted entry” areas carefully, thus avoiding trespass on adjoining property.
- Leave gates as found. Notify owner of any open gates.
- Remember you are collecting rocks, do not interfere with or remove anything else.
- Children under the age of 12 years must be supervised and the responsibility of a non-fossicking adult at all times.
- Firearms or explosives shall not be taken on field trips.
- Dogs shall not be taken on field trips.
- No open fires shall be lit at any time.

- Conservation is most important, do not damage, pollute or litter.
- Fill in any holes you have dug and leave the ground surface as you found it. Safety first at all times.
- Before leaving the area, clean up any litter, even though it may not be your own. It is the responsibility of the field trip leader to check that this has been completed.
- Remember you have entered a “permitted entry” area through the goodwill of the owner, respect his property and requests and always remember to thank them if possible on behalf of the Mt Gravatt Lapidary Society Inc.
- When leaving “permitted entry” areas, notify the owner of the departure if possible.