

# **NORTHERN DISTRICTS LAPIDARY CLUB INCORPORATED**



## **Operating Rules**

**1 August 2024**

**This document supersedes all versions of the NDLC By-Laws**

# INDEX

Section	Subject	Page
Index		2
1	Preamble	3
2	Definitions and References	3
3	Club Motto	3
4	Club Logo / Badge and Club colours	4
5	Club Fees	4
6	Membership Categories	5
7	Life Membership	5
8	Club Meetings	7
9	Class / Permanent Workshop Requirements	8
9	Recording Attendance at the Club	8
10	Field trips	9
11	Club Social Functions	10
12	Club Shop and Sales Days	10
13	Exhibition / Gem & Mineral Shows	11
14	Shields and Trophies	12
15	Accident / Incident Reporting	12
16	Document and Data Control	13
17	Donations	13
18	Reimbursement of Reasonable Expenditure	13
19	Conflict of Interest	14
20	Unsung Hero Award	14
21	General Committee Functions and Duties	15
22	Functions and duties of Committee Office Bearers, Ordinary Committee Members and Nominated Positions	16

## Position Descriptions

Committee Office Bearers	Pg.	Ordinary Committee Members	Pg.	Nominated Positions	Pg.
President.	17	Editor of Lapis	20	Public Officer	23
Vice President	18	Field Trips Supervisor	21	Teacher/Instructor	23
Secretary	18	Cutting Room Supervisor	21	Membership Secretary	24
Treasurer	20	Delegate to G&L Council	22	Education Supervisor	25
		Social Secretary	22	Librarian	25
		Safety Representative	22	Web Master	26
		Publicity Secretary	22	Cleaner	26
				Shop Keeper	27

## 1. PREAMBLE

- a) These Operating Rules were established to document specific operating processes which are not detailed in the Club's Constitution. They replace the document previously called *Northern District Lapidary Club Incorporated By-Laws*.
- b) These Operating Rules detail duties and responsibilities of roles that were previously detailed in Club documents titled "*Duties of committee members*", "*Responsibilities of Club Instructors*" and "*Cleaner's tasks*", etc. These previously used documents, and any others where the subject matter is now detailed within these Operating Rules, are hereby obsolete and superseded in their entirety by these Operating Rules.
- c) The Operating Rules will be reviewed periodically by the Committee. The Operating Rules must be reviewed when any changes are made to the Club Constitution.
- d) Members will be given the opportunity to have input into any new draft of the Operating Rules. The Committee will review all input from members and amend the proposed Operating Rules if deemed appropriate.
- e) The Operating Rules come into effect when approved by the Committee, and once approved apply to all members of the Club. Refer to the Club's Constitution (1.3.e).
- f) The Constitution and Operating Rules will be published on the Club's website and hard copies will be available in the Club rooms for the use by the members.

## 2. DEFINITIONS AND REFERENCES

2.1 For definitions, refer to the Club's Constitution.

2.2 The following documents form the basis of the Club operations and business decisions:

1. The Associations Incorporation Act 2009 (current version)
2. The Associations Incorporation Regulation 2022 (current version)
3. The Interpretations Act 1987 No. 15 (or current version)
4. The NDLC Constitution (current version - 2023) with particular emphasis on:
  - i. The Behavioural Code of Ethics (Clause 2.7).
  - ii. The specific requirements regarding safety and the protection of Club property (Clause 2.6).
5. The NDLC Operating Rules (current version)
6. The Club's Safety Booklet, which covers general safety requirements and specific risks & controls for Club machinery and equipment. As per the Constitution (Clause 2.6.1), adherence to the Safety Booklet is mandatory.
7. The Fair Trading NSW website, section associations, in particular "Running an Association" and "Association Records".
8. Gem & Lapidary Council (G&L Council) publications.

These documents are available to members on the internet.

## 3. CLUB MOTTO

- a) As per the Constitution (1.6), the Club's motto is "*share your knowledge*".
- b) This means that all members are expected to freely and readily pass on their knowledge of the lapidary arts, as well as their expertise in maintenance / repair of machinery and equipment, and their knowledge of relevant laws and committee work, etc., on to other members.

#### 4. CLUB LOGO / BADGE AND CLUB COLOURS

- a) The Club logo / badge shall consist of the following components:

A sky-blue circle, in which middle a crossed geology pick (left) and dopped cabochon (right) is depicted in gold, and in which outside periphery the words "Northern" (left) "Districts" (right) and "Inc." (bottom) are displayed in gold. Surmounting, and reaching out of the sky-blue circle at the top, shall be a white figure outlined in gold, representing a faceted stone. At the base of the sky-blue circle shall be a white scroll, in which the words "Lapidary Club Sydney" are inscribed in gold.

- b) Depiction of the Club logo / badge:



- c) The Club's colours are sky-blue, white and gold as above.
- d) The Club logo may be printed in black and white only in Club documents, forms, flyers, letters, etc.
- e) Members are encouraged to wear either a name tag, or the current membership card in a holder, and / or a Club badge at all Club functions.

#### 5. CLUB FEES (refer as well to the Club constitution (2.4))

##### 5.1 Setting and Review of Club Fees

- a) Joining, annual membership, class and casual fees shall be set by the Committee and reviewed annually prior to the end of the financial year. The Treasurer should guide the Committee on the status of the Club's income, expenditure, and cash funds to ensure that the Club's routine expenses can be covered from fees combined with any other sources of income.
- b) Separate rates for joining and annual membership fees will be set for adult and junior members.
- c) Fees for weekend workshops will be approved by the Committee on advice of the respective lead / instructor. These fees should be set taking into account any costs to the Club for conducting the workshop, which may include presenter costs, materials and utilities. They will be published on the respective workshop notification sheet.
- d) All joining, annual membership, class and casual fees shall be published in each issue of Lapis, and on the Club Information Sheet, Application for Membership, and Membership Renewal forms.

##### 5.2 Payment of Fees

- a) Annual Membership fees must be paid before 30 September each year to maintain membership of the Club (Constitution 2.13 d). If a member does not pay their annual membership fee by that time, they will cease to be a member, and will be required to pay a joining fee if they wish to join the Club again.
- b) Term class fees must be paid at or before the class in the first week of each term, and no later than the 2<sup>nd</sup> week of term.
- c) All fees can be paid either in cash, cheque or by electronic transfer (EFT).
- d) Members making payments by EFT must ensure their payment description clearly includes their name and the reason for the payment. They must then send an email to the Secretary quoting name, payment amount and purpose and provide the payment date and amount to their class teacher / instructor. Where class fees are paid by EFT the member must provide the payment amount and date to their class teacher / instructor.

- e) Members who pay fees in cash or cheque can pay their Teacher / Instructor or one of the four (4) Club Office Bearers. A Teacher / Instructor / Office Bearer receiving such payment will provide the member with a receipt and place the payment with a copy of the receipt in a closed envelope and place it in the Treasurer's tray.
- f) It will assist if members who pay fees in cash have the correct amount as the availability of change within the club may be limited.
- g) Workshop fees shall be paid by every participant to the lead instructor, prior to the beginning of the workshop. Where members commit to attend a workshop, and the payment of the required fee is necessary to cover costs to the Club for running the workshop, no refund will be provided for non-attendance and members who are unable to attend may still be required to pay the required fee.
- h) Members who are unable to attend a class regularly may instead pay the Casual Fee on the occasions they do attend. The casual fee must be paid to the Teacher / Instructor at the time of attendance and recorded in the Class Attendance Book.

### 5.3 Exemptions from Fees

- a) A current Class / Permanent Workshop Teacher / Instructor is exempt from paying any fee for the class / permanent workshop they are supervising. They may also attend one other regular class / workshop and are exempt from the fee for that attendance.
- b) A former teacher / instructor, or a member who is standing in for a teacher / instructor temporarily (e.g. filling in for holidays or sickness but not actually teaching the class) is NOT exempt from any class fees.
- c) The Cutting Room Supervisor is exempt from paying a class / casual fee for all cabochon cutting classes / permanent workshops. This exemption does not apply to members of the cutting room sub-committee.
- d) The lead "Teacher / Instructor" of an ad hoc or weekend workshop is exempt from paying the fee for that workshop. No exemption is made for a member supporting the lead.
- e) Life Members are exempt from annual membership fees, and the fee for one (1) class or permanent workshop per term.

## 6. MEMBERSHIP CATEGORIES

- a) (Full) Members are of age eighteen (18) and over, not being a Life Member.
- b) A Life Member is a member upon whom Life Membership has been bestowed in line with the procedures set out below in this document (Section 7).
- c) Junior members are at least 9 years old and less than eighteen (18) years of age.

Juniors cannot join the Club until aged nine (9) for safety and insurance reasons. Junior members pay reduced joining and annual fees and are not permitted to vote or participate in other decision-making processes of the Club.

Constitution clause 2.6 (2) details parental / guardian approval required for Junior members to participate in classes. Teachers will make an assessment of junior members ability to use Club tools, equipment and machinery.

Junior member become (Full) Members automatically after age 18. Junior members cannot be life members due to the criteria applicable.

## 7. LIFE MEMBERSHIP

- a) Life membership is an honour bestowed by the Club Committee and confirmed by the Members, to Club members having served the Club for a long time and in an extraordinary manner, above and beyond expectation.
- b) Only one (1) life membership can be bestowed in any Club financial year.

- c) Nominations for Life Membership must be made in writing (including email), detail the criteria for life membership applicable to the nominee (as per below), be signed / endorsed by the nominator and a seconder, and be forwarded to the Secretary, who will table it at the next available Committee meeting.
- d) A maximum of seven (7) percent of the total Club membership can be life members (rounded up to the next full number of members), as calculated by the Committee at the time of receipt of a nomination. If this maximum has been exceeded, the Committee will reject the nomination automatically.
- e) If above maximum has not been exceeded, the Committee will review the nomination in detail and determine, if the nominee meets the criteria for life membership set out below. A rejection of the nomination by the Committee shall be final. The nominator will be informed of a rejection of a nomination and the reasons for it.
- g) A nomination approved by the Committee will be tabled for a vote of the members at the next planned Member Meeting for confirmation. The motion will be added to the Member Meeting agenda as a specific item (in addition to the points detailed in the constitution). If the motion is carried by a simple majority of members, the life membership will be conferred on the nominee.
- h) A Life Member will be exempt from paying the annual membership fee and the fee for one (1) preferred class or permanent workshop. No other exemption applies. All other Club fees, and purchases from the Club shop, etc., must be paid for (refer 6.3.e of these Operating Rules).
- i) Apart from above honorary privileges, a life member does not have any additional authority or rights beyond those of any other Club member. A life member shall not represent the Club or act on behalf of the Club without expressed approval of the Committee.
- j) The names of all life members are formally announced to the Club members and recorded on the Club's Life Member Honour Board.
- k) Life members found to be acting against the interests of the Club or in breach of the Club Constitution will be subject to disciplinary action, which may include expulsion, in accordance with the Club Constitution, consistent with any other Club member. A Life Member has the same appeal rights that apply to all members.
- l) The criteria for life membership shall be as follows.
  - i) Uninterrupted membership of the Club for at least fifteen (15) years.
  - ii) Has served the Club for at least six (6) years in an official Club role, e.g. as a Committee Member, sub-committee or in a Nominated Position.
  - iii) Has made an extraordinary and prolonged contribution to Club activities and functions which may be demonstrated by at least two (2) of the following five (5) criteria:
    - a) Has demonstrated a willingness to promote the Club's motto of "Share the Knowledge" in active and very long practice e.g. they may have been a teacher / instructor of classes or workshops or participated in field trips that shared knowledge of fossicking locations and techniques with other members.
    - b) Has over many years promoted the Club's activities and / or represented the Club in the wider public arena, e.g. as a competition judge, as delegate to the G&L Council, as a speaker at other organisations or clubs, as a volunteer at gem fairs or membership drives, representative of the Club to negotiate with lapidary suppliers and order materials for the Club, or liaise with external service providers and organisations (e.g. the Hornsby Shire Council).
    - c) Has over many years organised and/or actively participated in internal Club activities such as working bees, social activities, sales days, field trips, exhibitions, competitions, the Club shop, storerooms etc.
    - d) Has made a substantial contribution to the Club's main communication channels – Lapis, the Club website and meetings, through writing articles and items and/or making presentations.

- e) Has been a role model for all Club members, welcoming new members and showing them “*the way it is done*, e.g. encouraging participation in competitions and Club activities, encouraging volunteering at the Club, etc.

## 8. CLUB MEETINGS

- a) The requirements and the agenda for all Club Meetings, except Committee Meetings (CM) are detailed in the Club’s constitution (part 4), hence not repeated here.
- b) The dates and times of all Club meetings will be published in Lapis and displayed on Club noticeboards.
- c) The routine dates and times detailed below may be adjusted if falling on public holidays, long weekends, etc., or if conflicting with other Club functions.
- d) The Annual General Meeting (AGM) is routinely planned for the 2<sup>nd</sup> Saturday in August at 2 pm.
- e) Member Meetings (MM) are routinely planned for the 2<sup>nd</sup> Tuesday in September to April at 7:30 pm and for the 2<sup>nd</sup> Saturday May to August at 2 pm. Note: Member meetings are not held in December and January.
- f) By definition, a Special General Meeting (SGM) is only held when required as detailed in the Constitution and is not a regularly scheduled meeting. The agenda for a Special General Meeting is restricted to the subject of the meeting.
- g) The Constitution (part 4) details generic requirements for Club meetings. The Presiding Member will ensure that all members present have an opportunity to contribute to the discussion.
- h) If external or Club presentations, videos, lectures, etc. are planned, their duration should not exceed one hour. External guest speakers or presenters may be given a small present as token of appreciation (as determined by the Committee). There is no restriction on the length of social interaction after a Member Meeting.
- i) Children aged less than fourteen (14) years may only be allowed to attend Club meetings, if accompanied by a parent or guardian who accepts full responsibility for the child’s safety and conduct.
- j) The following standard agenda items apply to a Committee Meeting.
  - i) Opening time and presiding member.
  - ii) Attendance, apologies and confirmation of quorum.
  - iii) Acceptance of the previous minutes.
  - iv) Business arising from the minutes.
  - v) Correspondence in and out, business arising from correspondence.
  - vi) Treasurer’s report (including expenditure to be approved and total funds at hand).
  - vii) Applications for membership received and acceptance of the new members.
  - viii) Reports of all ordinary committee members (as present or as per report received).
  - ix) Report of a sub-committee / presentation of the minutes of a sub-committee meeting, as organised by the presiding member of the subcommittee, if applicable.
  - x) General business.
  - xi) Closing time and next meetings.
- k) The minutes of all Club meetings will be published (unsigned) on the Club’s website and on the Club’s notice board, as to be available to all members for their perusal. The signed original minutes will be stored securely.

- l) The minutes of an Annual General Meeting, Committee or Member meeting must be available prior to the next occurrence of the same meeting.
- m) The minutes of any Special General Meeting must be available prior to the following Annual General Meeting.

## **9. CLASS / PERMANENT WORKSHOP REQUIREMENTS**

- a) All class and permanent workshop details are published in Lapis. Class terms will run concurrently with the NSW public school terms. (Refer also to the Club Information Sheet).
- b) Members must complete at least one term of a cabochon cutting class and demonstrate proficiency in cabochon cutting to a Club Teacher / Instructor before joining any silver jewellery or faceting class / permanent workshop. This is to ensure that the member can work safely and without causing undue wear of machinery / equipment and is familiar with the tools, machinery and equipment used to modify stone. This requirement shall not be bypassed.
- c) Any "out of term" running of a class / permanent workshop must be pre-approved by the Committee.
- d) All classes / permanent workshops should run for at least two and a half (2½) hours.
- e) If a teacher / instructor is not able to attend on a specific date due to holidays, illness etc. they will make appropriate arrangements to cover their absence. They may delegate their duties to a member of the class / permanent workshop. When a role is delegated, the Teacher / Instructor is responsible for instructing the delegate and overseeing the delegation. The Committee must be advised of longer-term delegation i.e. for prolonged holiday or health related relief. If no delegate is available, they will endeavour to advise class members that the class / workshop is cancelled for that date.
- f) The Friday cabochon cutting class gives priority to families, juniors and novices.
- g) As a condition of the lease with Hornsby Shire Council, the Club runs the "Seniors Permanent Workshop" on Wednesdays. This workshop provides an opportunity for Senior members to meet socially and to allow experienced seniors to work with the Club facilities. The following conditions apply:
  - i) To attend the Seniors Permanent Workshop, members must be older than 55 years and be retired / not working. Any issues regarding the attendance of members will be resolved by the Committee.
  - ii) Teachers / instructors of other classes / permanent workshops and members who need some extra time to complete an item for competitions may attend the Seniors Workshop by exception. The above requirements concerning age and retirement do not apply in these cases. However, priority is given to regular participants if the workshop would be overcrowded with these additional attendees.
  - iii) All participants working in the cutting room or in the meeting room (using any Club machinery / equipment / tools, or their own), must be experienced cutters / silver workers as verified by a teacher / instructor. Novices and inexperienced members cannot perform lapidary/silver work during this workshop. The usual fees apply to members who do perform lapidary / silver work.
  - iv) No fee applies for seniors who attend for social interaction only and do not perform any lapidary / silver work.

## **9. RECORDING ATTENDANCE AT THE CLUB**

- a) All attendance at the Club, by members, visitors, contractors, external instructors, G&L Council members, etc., must be clearly and correctly recorded. This is important for safety, insurance purposes and records of payments made for attendance.
- b) Members attending a class / permanent workshop must write their name (first name/initial and surname), the time arriving and the purpose of their visit (e.g. class, casual, instructor etc) before they commence any activity. They must also enter the time they leave the Club alongside the same entry. These records must be entered in the attendance book in the entry room.



- c) Members attending a weekend workshop must either fill in the attendance book as above, or an attendance sheet specifically set up by the Teacher / Instructor for this purpose.
- d) Members attending an Annual General Meeting (AGM), or a Special General Meeting (SGM) or a Member Meeting (MM), must record their name in the appropriate section of the “meeting attendance sheet”. Apologies received from absent members will also be recorded by a Committee Member in this sheet. Visitors should also be recorded.
- e) The names of Attendees at a Club social function must be recorded on an attendance sheet for the event. The record must show if they are a member or visitor. The same sheet may be used to record any payment required to attend the function.
- f) The names of Attendees at Club Sales Days, Working Bees, etc., must be recorded on an attendance sheet for the event.
- g) The names of visitors, contractors and invited guests etc., must also be recorded as above.
- h) All attendance books and sheets / sheet folders must be retained for the prescribed time as per the “document and data control section” above. All sheets / sheet folders will be stored securely after the event.
- i) Members bringing in visitors are responsible for the visitor’s behaviour while in the club.

## 10. FIELD TRIPS

- a) The Lead of the trip shall be the Field Trips Supervisor, or an experienced member appointed by the Field Trips Supervisor / the Committee.
- b) Details of the field trip, and the names of all attendees, including any non-members, must be recorded in the Club’s Field Trip folder. This is important for insurance purposes.
- c) The full fee for a trip, if applicable, must be paid by trip participants when confirming attendance. A receipt for the payment will be issued if requested. A refund will not be given, if somebody cancels their trip attendance.
- d) Children aged less than fourteen (14) years may only be permitted to attend a field trip if accompanied by a parent or guardian who accepts full responsibility for “his / her” child’s safety and conduct.
- e) Trip participants who act in an unsafe, or inappropriate, or irresponsible manner, may be banned from attending any future field trips of the Club.
- f) In planning a field trip, the Lead must familiarise themselves with any legal requirements relevant to the location e.g. any state or legal requirements (as per Mines Departments, State Forests etc.) that apply to the act of fossicking at that location, including licensing, permissions required, and rules. Any such requirements must be complied with by all members of the field trip.
- g) All participants on a field trip in NSW must be made aware of, and abide by, *The Fossickers Code of Ethics NSW*.
- h) All trip participants shall observe the Club’s “Field Trip Code of Ethics” as follows:
  - i. All trip participants shall abide by the instructions and decisions of the Lead.
  - ii. All possible safety precautions shall be observed by all trip participants at all times.
  - iii. Trip participants must not leave the trip without making their intention known to the Lead.
  - iv. Nobody is permitted to use the name of the Club to gain access to any area of land, or for any other trip purpose, without first obtaining the approval of the Committee.
  - v. Private property shall not be entered without obtaining prior permission of the owner, or of other person entitled to grant such permission. Any conditions of entry shall be strictly observed. Livestock and plantings shall not be interfered with. Gates shall be left as found. All diggings must be refilled properly.

- vi. Camp sites shall be kept clean during the stay and left clean at departure. All garbage must be properly disposed of. Fires, if permitted, must be properly extinguished prior to departure. Rubbish must not be thrown from a car or bus.
- vii. Firearms and explosives are banned from Club trips without exception.
- viii. Indigenous sites and any native flora or fauna shall not be interfered with in any way.
- ix. In the interest of safety, trip participants are advised to confine their searching for rocks, gems, etc. to the surface. Entering active or disused mine shafts, or tunnels, is not permitted due to the risk of serious accidents.
- x. When searching in quarries or below riverbanks, trip participants must be aware of the inherent danger of falling debris.
- xi. It is recommended that trip participants who will be fossicking in quarries, below riverbanks, and other such hazardous locations bring their own hard hats and wear them while fossicking in these locations.
- xii. Trip participants must wear suitable footwear.
- xiii. The Lead must carry a first aid kit (supplied by the Club), and a mobile phone, a whistle and a torch must be carried by all field trip attendees when in the field.
- xiv. In cases of distress or to call for help, mobile phones will be used. In areas without mobile coverage the leader may sound three (3) whistle blows or torch flashes, repeated at one-minute intervals to call members to regroup.

## **11. CLUB SOCIAL FUNCTIONS**

- a) There are two main social events of the Club in every year: a Christmas Party is routinely held on the 2<sup>nd</sup> Saturday in December and "Mid-Year Function" is routinely held in mid-July.
- b) Other functions, e.g. outings, visits of shows, etc., may be planned if there is enough interest and volunteers to organise the outing.
- c) Members attending Club social functions are expected to help clean up and to follow any instructions given by the "Lead".
- d) The Committee must set and approve a budget for all Club social functions.
- e) Some of the issues to be considered are e.g.: Will there be a "theme"? Will there be "member activities"? What venue will be used? What range of food and drink will be on offer? Who will serve the food and drinks and how will they be served? Will the catering be internal or external? Will members have to pay a contribution? Will non-members accompanying members have to pay? Are there enough volunteers?
- f) Children aged less than fourteen (14) years may only be allowed to attend Club social functions, if accompanied by a parent or guardian who is an adult member and accepts full responsibility for the child's safety and conduct.

## **12. CLUB SHOP AND SALES DAYS**

**12.1** The Club maintains a shop to make lapidary items available to members during classes and permanent workshops.

- a) Refer to 13.30 for the functions and duties of the Shop Keeper.
- b) Only teachers / instructors or Club Officers can open the locked shop. Whoever opens the shop is responsible that the conditions below are met.

- c) Items from the shop will not be sold to non-members, unless pre-approved by the Committee. This is to maintain priority access of Club assets to Club members and as well to ensure the “not for gain” conditions of 10.b.
- d) All members will have access to shop items, no preferences will be given - except to reserve members who participate in competitions one item of choice as a priority.
- e) The prices in the shop will be above wholesale but below retail, as marked by the Shop Keeper based on a Committee approved price list.
- f) Silver supply will not be part of the shop due to the difficulty of control.
- g) Items taken from the shop must be paid for immediately and recorded in the “shop register”. Items may be reserved for a member who does not have the money at the time. Items cannot be subjected to tests for suitability, etc. and then returned to the shop. All sales from the shop are “as is”.

**12.2** The Committee will endeavour to approve and organise two sales days each non-exhibition year, and one in an exhibition year if they do not conflict with other Club priorities and volunteers are available to assist.

- a) The purpose of Sales Days is to provide Club members an opportunity to buy reasonably priced items such as minerals and slabs, from Club stores, which are not routinely available at the shop. Fund raising is not the main purpose, though proceeds of sales days do add to Club resources.
- b) In preparing material to be offered on sales days the lead may consider any special requests from members for material that is held by the Club.
- c) Non-members including members of other lapidary clubs are not invited to Club Sales Days but are welcome to attend the Club’s exhibition.

### **13. EXHIBITION / GEM & MINERAL SHOWS**

**13.1** The main fund raiser of the Club is the bi-annual Exhibition / Gem & Mineral Show, routinely held on the last weekend in October in the main hall of the Beecroft Community Centre.

- a) As the Club is proudly non-commercial, it does not invite traders of any kind to this function. For the same reason, Club members cannot sell their own items at this event.
- b) All items sold at these functions (at the open sell stalls), are Club property, many items specially made, or donated, by Club members for this function. Some specific “showstoppers” may be reserved for sale at the exhibition to attract interest.
- c) All (locked) displays shown at this function are either Club members’ entries to the Club competition, or members’ own creations showing their skills in regard to cabochon cutting, jewellery making, enamelling, casting and related crafts or interests. None of these items can be sold.
- d) If possible, the Committee will nominate an “Exhibition Coordinator”, whose role will be to oversee all aspects of the planning, hall / stall set up, purchasing of items required and make the final decisions regarding all exhibition issues, including suggestions brought up by volunteers. If a coordinator cannot be found, the Committee as a whole will take over the role. The coordinator’s decisions shall not be contradicted by members, only the Committee can change them. This is to avoid confusion of the volunteers, delays and re-work during the function.
- e) A “Red Exhibition Planning Folder” has been put together to support the planning of this function. The sections cover planning sheets, hall set up, kitchen organisation, promotion activities, etc.
- f) For the Club competition lapidary items will be as defined and classified by the Australian Federation of Lapidary and Allied Crafts Association Inc. judging rules. Craft for other purposes will be as approved by the Committee.

13.2 The Club may also support a club stand at external lapidary shows, which may offer excess lapidary items for sale. The main aims in participating in such shows is to promote the hobby of Lapidary, and for the Club to attract new members.

#### 14. SHIELDS AND TROPHIES

- a) All shields and trophies described below are maintained by the club for the club's exhibition competition, kept on display at the club or at another place as determined by the Committee. All are judged and awarded by the Club's Competition Committee or Representative for entries at the Club's bi-annual Exhibition. A small plaque with the name of each winner will be affixed to the relevant shield / trophy, and the winner will be presented with a medal to commemorate their achievement.
- b) The **Don Hudson championship shield** is in memory of the late Don Hudson, a founder of the Club. It is awarded to the member(s) who attain(s) the highest aggregate point score of their best entries in any five (5) of the seven (7) sections at the Club's exhibition.
- c) The **Hugh and Jess Joyce carving trophy** was donated by Hugh and Jess Jayce who excelled in the art of carving. The trophy is awarded by the Club's Competition Committee to the member(s) who attain(s) the highest point score out of all the competitive Carving sections at the Club's exhibition. The entry must have been carved within the preceding two (2) years.
- d) The **Alec Campbell faceting trophy** is in memory of a life member who was one of the best teachers and masters of faceting the Club has known. It is awarded to the member(s) who attain(s) the highest aggregate point score for their best individual stone in any two (2) competitive Faceting sections at the Club's exhibition.
- e) The **Past Presidents cabochon trophy** commemorates the many excellent cutters who have served as Club President over the years. It is awarded to the member(s) who attain(s) the highest aggregate point score of their best entries in any four (4) of the following categories at the Club's exhibition: Standard Cabochon, Fancy Cabochon, Double Standard Cabochon, Double Fancy Cabochon, Freeform, Opal (solid, doublets and triplets) and Polished Face.
- f) The **Mathew E. Staley junior trophy** was donated by the Staley family in memory of their son, the late Mathew E. Staley. It is awarded to the junior member(s) who attain(s) the highest aggregate point score for their best entries in any two (2) of the Junior sections at the Club's exhibition.
- g) The **Jewellery trophy** is awarded to the Club member(s) who attain(s) the highest aggregate point score for their best entries in any two (2) of the three (3) jewellery sections at the Club's exhibition.

#### 15. ACCIDENT / INCIDENT REPORTING

- a) Anybody involved or witnessing an accident / incident at the Club rooms (or during a function) must report it to the class / permanent workshop teacher / Instructor / function lead ASAP.
- b) The Teacher / Instructor / Lead must first take all necessary steps to ensure any persons involved are safe and any injuries are attended to e.g. call an ambulance, provide first aid, etc.
- c) After ensuring the safety of all involved any machinery / equipment involved should be is tagged / taken out of service if appropriate, and any clean up undertaken to ensure the area is safe.
- d) The Teacher / Instructor / Lead must advise an office bearer of the accident/ incident as soon as practical.
- e) The Teacher / Instructor / Lead must record all facts and details of the accident / incident including the names of any witnesses ASAP in the Accident / Incident Book, located in the First Aid Kit mounted on the wall at the kitchen door.
- f) The Committee will review the actions taken and may implement further measures (e.g. updating the Safety Booklet, etc).

## **16. DOCUMENT AND DATA CONTROL**

- a) Should a section of any Club document (including these Operating Rules) conflict with the Act / Regulation or the Club's Constitution, the offending section shall be null and void, but the remainder of the document shall remain valid.
- b) The re-issue of a properly approved and published Club document shall supersede any previous version of the same document in its entirety even if the re-issued document does not explicitly quote this.
- c) All Club files may be kept in hard copy or electronic form.
  - i. Copies of files (hard copies or electronic) required by legislation (e.g. the Act / Regulation) or critical to the Club, must be kept secured to avoid their accidental loss or inappropriate access.
  - ii. All electronic storage media must be backed up once annually at a minimum, as to avoid the loss of data.
  - iii. The Club's constitution includes further requirements, including Custody of records and books (Clause 5.6) and Inspection of records and books (Clause 5.7)

### **16.1 Document and File Retention Periods**

- 1) The default retention time of all Club records files, documents, forms, data, etc. shall be seven (7) years.
- 2) Exceptions to this default are as follows.
  - I. The minutes of all Club meetings must be retained indefinitely (refer Fair Trading NSW "association records").
  - II. Any documents regarding litigation must be retained indefinitely (refer Fair Trading NSW "association records").
  - III. A copy of each issue of Lapis should be retained indefinitely.
  - IV. Any documents deemed by the Committee of crucial import to the history or functioning of the Club, e.g. current lease documentation, rarer maintenance invoices, etc., may be retained indefinitely.
  - V. The version of any Club document or form that existed prior to the current issue should be retained regardless of time passing, as a back-up and as a reference to changes.
- 3) Obsolete files and records which have been stored beyond the prescribed retention times above should be properly destroyed or deleted periodically following clearance/approval from the Committee.

## **17. DONATIONS**

- a) The Club does not donate to any other organisation, including charities and lapidary clubs.
- b) The only exception shall be the support of the G&L Council in regard to making the Club rooms available to them, the loan of Club display gear, etc.
- c) The Club will gratefully accept donations of any lapidary items, including rocks, gems, lapidary machinery, or equipment, or tools, or consumables. All donations will be used or sold for the benefit of all Club members. Any donations become the property of the Club and cannot be recalled by the donor.
- d) Any specific instructions or conditions set by a donor, such as using mineral specimens for display only, handing out items for free, etc., will be adhered to. If conditions cannot be met the donation will not be accepted.

Note: A donation is given for free to the Club, any request for money, however small or mixed with free items, must be treated as an offer for sale.

## **18. REIMBURSEMENT OF REASONABLE EXPENDITURE**

- a) The success of the Club is dependent on members volunteering their time and sometimes resources for the benefit of all members and to further the practice of the lapidary arts (refer to 4. Club Motto). The Club does not pay members for their time spent on Club business, or for usual travel to and from the

Club to participate in Club activities. However, there are instances where members incur additional *out-of-pocket* costs that can be reimbursed from Club funds, for items such as spare parts, consumables and kitchen items.

- b) Committee approval is required for any reimbursement, and pre-approval of the Committee should be sought before members spend funds if there is any doubt about the need for items to be purchased, or for any expenditure above \$800.
- c) To apply for reimbursement, a member must provide the Treasurer with a completed "Request for reimbursement of expenditure" form, with relevant invoices/receipts attached. If receipts are not provided the application for reimbursement may not be approved.
- d) Travel costs to remote or unusual locations (i.e. not to and from the clubroom) incurred by members on official Club business, may be reimbursed if approved by the Committee.
- e) From time-to-time, external presenters may be engaged by the Committee to provide members with access to information and skills not available within the pool of Club members. Where such presentations are arranged the current G&L Council schedule is considered an appropriate guide for the payment of presenters. Fees to attend such workshops will be set by the committee to cover any costs to the Club. A small gift as approved by the Committee may also be provided to the presenter as a token of appreciation from the Club.

## 19. CONFLICT OF INTEREST

- a) A conflict of interest occurs when an individual's interests - usually financial, and/or those of their family and/or friends, could compromise their judgment, decisions, or actions.
- b) The Club cannot be run in a way to allow pecuniary gain for any member. Refer to the Act, Div.3, 40. Refer as well to the Club's Constitution (Clause 1.4.3).
- c) The Act stipulates specific requirements for Office Bearers and Committee Members, refer to the "general committee rules" section below (12 c & d).
- d) Any report of a member having obtained a pecuniary gain from Club attendance must be investigated by the Committee. If proven, disciplinary action in line with the Constitution (Clause 2.7) will be initiated by the Committee.
- e) Members shall not receive any reward, monetary or in form of Club assets, other than small gifts (less than \$80.00 in value) given as a token of appreciation for actions in support of the Club, and as approved by the Committee.
- f) Members may use club noticeboards to notify that they wish to sell lapidary items they no longer need or use, in particular when they are downsizing or leaving the hobby. The items offered must not have been purchased specifically for resale, and prices must be set at a second-hand level as not to provide a pecuniary gain to the seller. This enables Club members to purchase lapidary items, including tools and equipment which otherwise would be disposed of in the general market.
- g) Any items produced by a member on his / her own premises with his / her own machinery / equipment / tools are not subject to Club scrutiny. No trading is permitted on Club premises.
- h) Limited bartering is allowed, e.g. a slab for a slab or a jump ring for a bail, etc. Class / permanent workshop orders, where the teacher / instructor, or a member, purchases lapidary items for all attendants, are allowed (the costs, including delivery or travel, etc., split). No profit shall be made from these activities.

## 20. UNSUNG HERO AWARD

- a) This Award is an honour bestowed by the Committee (by majority vote) for exceptional contributions to the Club, where a member does not qualify for a life membership nomination as per above.
- b) Routinely, only one unsung hero award will be approved in any financial year. But in extraordinary circumstances multiple unsung hero awards may be approved by the Committee if warranted.

- c) A nomination for an unsung hero award, identifying the nominator and detailing the reasons for the nomination in line with below criteria, must be provided to the Secretary in writing or via email.
- d) The Secretary will table the nomination for the next Committee meeting, in which the committee members will determine if the criteria as per below has been met. The decision of the Committee will be final. The nominator will be informed of the decision.
- e) As a matter of routine, the following criteria must be met:
  - i) The nominee is not a life member; and
  - ii) the nominee has been a Club member for at least ten (10) years; and
  - iii) the nominee has fulfilled at least two of the following four (4) criteria:
    - I) They have demonstrated a willingness to promote the Club's motto "share the knowledge".
    - II) They have assisted with the promotion of the Club's activities to the wider public.
    - III) They have consistently completed jobs and tasks to the benefit of Club members.
    - IV) They have consistently and constructively been involved in general Club activities and functions.
- f) In extraordinary circumstances, where a non-life-member has made a significant contribution to the Club but does not meet the above criteria, the Committee may wave the above criteria and bestow the award. The reasons for this exception must be properly documented to avoid any impression of impropriety.
- g) The award will be signified by a plaque carrying the Club's logo, the award title, the year given in and an inscription, presented at the discretion of the Committee to the award winner.
- h) The name of the award winner will be recorded on the Club's Unsung Hero Honour Board.

## 21. GENERAL COMMITTEE FUNCTIONS AND DUTIES

- a) The Club's Constitution (3.5) details the criteria applicable to be able to stand for any committee position.
- b) In addition to the documents set out in 2.2, Committee members should familiarise themselves with the current lease and insurance documentation, and any contracts relevant to NDLC business management decisions.
- c) Anyone of the four Office Bearers must forward a "Conflict of Interest declaration" to the Secretary, if they could be in a position to be able to obtain pecuniary gain from being a member of the Club, e.g. if they trade in or run a business with lapidary items or run industrial courses of lapidary subjects. If in doubt, they should make this declaration regardless. Refer the Act, Div. 3, part 4, 40 and the Club's Constitution (3.1.f).
- d) A Committee member must disclose any conflict of interest they have in relation to any matter that is raised or discussed in a Committee meeting. The interest must be recorded in a register kept by the Secretary. The member in question shall not vote on any such matter. Refer the Act part 4, Div. 1A, 31 for more details.
- e) A Committee member cannot use information received or accessed dishonestly and cannot use their position dishonestly. Refer the Act part 4, Div. 1A, 32 for more explicit details.
- f) The Committee will endeavour to seek prior approval of the members for the expenditure of substantial amounts of Club funds on extraordinary items at a Member Meeting. If this is not possible due to business or time constraints, the Committee will provide a rationale for its action in a subsequent Member Meeting.
- g) The Committee will debate all issues in a democratic way and all Committee Members will respect each other.

- h) As the Club is a “Tier 2” organisation, auditing of the Club’s books is not a legal requirement. Notwithstanding this, the Committee will appoint an auditor to audit the financial statements / books of the Club. The Club’s preference is to nominate a suitably qualified or experienced Club member as auditor. The auditor shall not be a Committee member.

If no suitably qualified Club member is available, the Committee may employ an external professional. The auditing process must be completed no later than six (6) months after the end of the Club’s financial year. If practical, in-between auditing may be performed to ease the auditing burden. The completion of the audit shall be reported in a subsequent Committee Meeting and then in a subsequent Member Meeting.

- i) The Committee will organise a stock take of the Club’s assets every two (2) years, after the bi-annual exhibition. Machinery and equipment, silver cabinet content and tools, shop / cabinet content, crates and trays of rocks, minerals, slabs, etc. will be counted at all Club rooms, including storage areas. An estimated value will be agreed on, in consideration of “rough state” and / or usability. Unfinished items in preparation for the exhibition, items below the value of \$200.00 and / or spare parts of minor value (e.g. nails, etc.) will not be counted. Refer to the “duty and function of the secretary” for insurance / photo requirements.
- j) The Club is a non-for-profit organisation and does not have an ABN. An ABN would trigger businesses to treat the Club as a business and would incur tax control measures.

## **22. FUNCTIONS AND DUTIES OF COMMITTEE OFFICE BEARERS, ORDINARY COMMITTEE MEMBERS AND NOMINATED POSITIONS**

The Club’s Constitution Part 3 details the functions and procedures of the Committee.

- a) The four (4) elected Office Bearers are:
- i. President
  - ii. Vice President
  - iii. Secretary
  - iv. Treasurer

These roles were previously known as “Club Officers” or “Executives”. A brief summary of the functions and duties of these roles is included in the Club’s constitution, with a more detailed description below (13.2 to 13.5).

- b) The seven (7) elected Ordinary Committee Members of the Club are:
- i. Editor of Lapis
  - ii. Field Trips Supervisor
  - iii. Cutting Room Supervisor
  - iv. Delegate to the Gem and Lapidary Council of NSW
  - v. Social Secretary
  - vi. Safety Representative
  - vii. Publicity Secretary

The functions and duties of these positions are not detailed in the Club’s constitution but are set out below (13.6 to 13.12).

- c) The eight (8) Nominated Positions of the Club are:
- i. Public Officer
  - ii. Teacher / Instructor
  - iii. Membership Secretary
  - iv. Education Supervisor
  - v. Librarian
  - vi. Web Master
  - vii. Cleaner
  - viii. Shop Keeper



The functions and duties of these positions are not detailed in the Club's constitution but are set out below (13.13 to 13.20).

- d) Nominated positions are filled by appointment by the Committee, who may approach suitably qualified members to fill roles, or seek nominees via circulars. If a Nominated Position cannot be filled it will remain vacant. Members performing Nominated Positions may be asked to attend Committee meetings or to provide input on specific issues. Nominated Positions cannot vote in Committee Meetings.
- e) All Committee and Nominated Positions are performed on a voluntary basis. Individuals filling roles may have limitations on the amount of time they can spend on Club business, which must be considered in setting time frames for the completion of actions.
- f) Committee deliberations on confidential matters (e.g. the disciplining of members, certain legal data, confidential information received, etc.) must not be discussed outside the Committee.
- g) Committee members will seek expert technical or administrative advice where required to support sound decision making.
- h) All Committee Members commit to support duly made Committee decisions.
- i) If Committee Positions (or Nominated Positions, except the Public Officer) cannot be filled, the Committee as a whole will endeavour to compensate for the gaps left, as far as practicable.

## **22.1 The President**

Points "a" to "e" are detailed in the Club's constitution (3.6), repeated here to provide a complete list.

In performing the functions and duties of their position, the President will:

- a) Act as the member presiding at all committee and other Club meetings.
- b) Foster the objects of the Club and guides the committee and all members toward the accomplishment of those objects.
- c) Acknowledge significant contributions made by individual Club members toward the accomplishment of the objects of the Club.
- d) Uphold the Club Constitution and Operating Rules (e.g. the behavioural Code of Ethics, safety rules etc.).
- e) Represent the Club externally, e.g., in meetings, with contacts requiring a decision or commitment of the Club, etc.
- f) Seek to ensure the harmonious functioning of the Club for the benefit of all members.
- g) Prepare a "President's Report" for each Lapis to cover issues of import to Members. They may also contribute other articles to Lapis.
- h) The President is the "Face" of the Club and will provide guidance to Committee Members and Club Members, as required.
- i) They may be involved in the day to day running of the Club, together with the Committee and the Nominated Positions. This will help to make the various large and small decisions that are required to ensure that the Club runs in a smooth manner and for the benefit of all members.
- j) They may make an "executive decision" in emergency / urgent / extraordinary / pressing circumstances, or when required immediately to uphold the interests of the Club. The President will inform the Committee of the decision made as soon as possible e.g. via email or no later than at the next Committee Meeting. The Committee will either approve the President's decision, or stipulate amendments, if deemed required and if possible.
- k) The President may delegate any of their duties as necessary.
- l) Desirable qualities: The position of President provides the opportunity to influence everything that happens at the Club in a positive way. There are sometimes challenges to be dealt with at committee,

individual member, and meeting level. Anyone considering the role of President should be comfortable speaking before a group of people.

## 22.2 The Vice-President

Points “a” to “d” are detailed in the Club's constitution (3.7), repeated here to provide a complete list.

In performing the functions and duties of their position, the Vice President will:

- a) Act as member presiding at meetings in the absence of the President.
- b) Support the President in running the Club Committee.
- c) Supports the President in upholding the Club Constitution and Operating Rules (e.g. behavioural Code of Ethics, safety rules etc.).
- d) Carry out any duties delegated by the President.
- e) Help running the Club, for the benefit of all Club members.
- f) Be responsible for the issue and recovery of keys to Club premises and locks therein as approved by the Committee. They shall maintain a Key Register, in which, as a minimum, the names of holders of the locksmith registered Club entry door keys, the key box keys, the store keys, the safe keys and the Treasurer's Drawer keys are recorded. This key register shall be kept up to date. The holder of any Club Key shall return the Club key as soon as possible, after the key holder's functions within the Club requiring a Club key, cease. See also Club Constitution (2.13.2 / 3.4.4).
- g) The Vice-president's role is to be the “right hand” of the president. It has been described as the *“apprentice for the president.”*

## 22.3 The Secretary

Points “a” to “d” are detailed in the Club's. constitution (3.8), repeated here to provide a complete list.

In performing the functions and duties of their position, the Secretary will:

- a) As soon as practicable after being elected, lodge a notice with the Club specifying the secretary's address.
- b) Act as the main point of contact between the Committee and Club members.
- c) Keep minutes of all elections of committee members, and the names of Committee members present at Committee meetings, and the names of members present at a Club meeting, and all proceedings at Committee meetings and Club meetings.
- d) Keep minutes of all Committee and Club meetings in written or electronic form; to be confirmed by the Committee, then published on the Club's website and placed on the Club's noticeboard; ensure that Committee minutes are approved by the Committee and corrected by the Committee by majority vote; that members may request corrections to Club meeting minutes (other than Committee meeting minutes), by majority vote at the next Club meeting when the minutes are being confirmed; and that once the minutes of proceedings at a meeting have been confirmed, they are to be signed, in writing or by electronic means, by the member who presided at the meeting, or the member presiding at the subsequent meeting.
- e) Organise all Committee and Club meetings except sub-committee meetings. They will organise and send out invitations for Zoom meetings. They attend meetings physically at the Club rooms or via electronic means.
- f) Prepare the agenda for all Committee and Club meetings, except sub-committee ones, and send them out to all Committee members for approval.
- g) Attend to all correspondence, answer communications to / correspondence with the Club (except circulars) by email (or letters with or without Club letterhead) and file a copy in the Club records. This will have to include the regular collection and recording of all mail from the Club's mailbox. If not able to answer a piece of correspondence, they will bring it to the attention of the appropriate Committee (or

Club) Member. At the end of the financial year, they ensure that a copy of all correspondence has been placed in the correspondence folder.

- h) Receive and sign off on all membership applications before they are presented at the next Committee Meeting for approval. Liaison with the Membership Secretary regarding membership issues.
- i) Receive and record written nominations for office made under the Club's constitution (3.3). The Secretary will post the "Annual Election of Positions" sheet in the Club meeting room, so it is accessible for all members to record their nominations. The Secretary will ensure that all relevant sections of the sheet are completed, and the empty sections are blocked when nominations close 7 days prior to the Annual General Meeting. After the election is conducted the Secretary will ensure that the sheet is retained for the prescribed time.
- j) Affix the Common Seal (Official Stamp) of the Club (stored in the Club safe) to any document required with the approval of the Committee e.g. the Club lease. The use of the seal is to be witnessed by two committee members, who will counter sign the stamp.
- k) Receive nominations for a Life Membership and include them in the agenda of the next Committee meeting, then if approved by the Committee, in the agenda of the next Member Meeting for the confirmation of members.
- l) Receive nominations for an Unsung Hero Award and include them in the agenda of the next Committee meeting.
- m) Co-sign cheques or Electronic Fund Transfers (EFTs) from the Club's accounts, as approved by the Committee.
- n) Back up all files on the Club's computer at least once annually on an external drive. If there are issues with the NBN, phone or computer they will take the necessary steps to resolve them including liaison with Web Master and relevant Service Providers as required.
- o) Purchase all stationery required for the Club (including e.g. printer toner, sign-in books, etc).
- p) Ensure that all Club insurances are up to date. This will involve liaison with the Insurance Providers and filling out their forms, as required.
- q) Send required documents to the Hornsby Shire Council i.e. a copy of the AGM minutes and the insurance certificate of currency.
- r) Book the hall for the Club's bi-annual exhibition.
- s) Respond to or initiate all notices / correspondence with the Hornsby Shire Council (including items approved, or requested, by the Committee).
- t) Ensure photos are taken each year of all insurable items and saved on the Club's computer.
- u) On behalf of the Club, send cards expressing sympathy, get well, congratulations, thanks etc to Members as appropriate.
- v) Maintain all Club documents (with the help of the Committee, if required).
- w) Copy all other Lapidary Clubs' newsletters into folders set up on the Club's computer.
- x) Renew the Club's PC malware protection subscription, when due.
- y) Purchase a wall calendar annually, place it in the meeting room, and update it with meeting dates, term start and end, important info, etc. As well, they will update the white board at the jewellery cupboard, the Club's boards, etc., as required.
- z) Advise the G & L Council of the President, Secretary and G&L Council Delegate (after every AGM).
- aa) If the Public Officer is not available, they will complete and send in Department of Fair Trading (DFT) form A12-T2, together with a cheque for the Annual Fee, to DFT (after each AGM).
- bb) *Desirable qualities: It is beneficial if the person holding this position has a Desktop Computer or Laptop and is familiar with "Office" software.*

## 22.4 The Treasurer

Points “a” to “c” are detailed in the Club’s constitution (3.9), repeated here to provide a complete list.

In performing the functions and duties of their position, the Treasurer will:

- a) Ensure that all money owed to the association is collected.
- b) Ensure that all payments authorised by the Club are made.
- c) Ensure that correct books and accounts are kept showing the financial affairs of the Club, including full details of receipts and expenditure relating to the Club’s activities.
- d) Record the assets and liabilities and all financial transactions of the Club.
- e) The Treasurer, or a delegate (Teacher / Instructor or Office Bearer), will issue receipts for all cash monies and cheques received (e.g. Members’ joining fees and annual subscriptions, class fees, casual fees, slabbing fees, sales, weekend workshops, etc.) and record the data in the books. They will deposit those monies (after checking against receipts / records) into the main bank account of the Club. They will collect money from any other Club area (e.g. the shop) and bank these.
- f) Be the administrator for all on-line Club bank account set-up.
- g) Issue a receipt for EFT payments received on request.
- h) Provide to the Committee a detailed financial report, including all outstanding accounts, for approval at every Committee meeting.
- i) Provide a financial report at every Member Meeting, covering the last month and prepare an Annual Financial Report for the AGM (which is then made available to a Committee nominated Auditor).
- j) Pay all accounts each month, with prompt referral to the Committee for approval, including applications for the reimbursement of Members who have purchased goods on behalf of the Club. If the Treasurer thinks a member’s reimbursement application is not justified, they will bring the matter to the attention of the Committee. Prior approval of the Committee is required for payment of unusual or large expense payments or reimbursements (as per 9c).
- k) Make arrangements to transfer money from an investment account if there are insufficient funds in the working bank account.
- l) Enter all payments into the account book under their specific category.
- m) File all receipts into a folder, ready for the auditor to check after the end of the financial year.
- n) Be available each day of the exhibition to provide change, collect money from each stall and make payments for various items purchased during the exhibition. On the last day of the exhibition the Treasurer will provide a summary of payments, money collected from each stall and the expected profit from the exhibition. The money collected then has to be counted, checked against the receipts and banked.
- o) This position is crucial for the Club. The Treasurer may have a lot of influence over the expenditure of the Club, guiding and educating the Committee regarding the feasibility and financial acumen of purchases and projects. The Treasurer must have a Desktop Computer or Laptop and be familiar with software such as Excel.

## 22.5 The Editor of Lapis

In performing the functions and duties of their position, the Editor of Lapis will:

- a) Endeavour to email Lapis out to all members who have supplied their email address to the Club, no later than seven (7) days prior to the next Member Meeting. Lapis will not be mailed out to members due to the cost; the only exceptions are made for Life Members. Copies of Lapis will be available on the Club’s website and the Club’s PC. A limited number of hard copies will be available in the meeting room.
- b) Collect and edit information of interest to Members that is consistent with the objects of the Club and publish that information in Lapis. This will include e.g. reports from Committee Members, lapidary

themes (e.g. gem information, instructions on using tools, jewellery making tips, etc.) and other contributions from Members and external sources.

- c) Take care that copyrights will not be infringed upon. The source of all information will be credited. All articles published in Lapis must identify the writer of the article.
- d) Ensure that prior to publishing any photos of people in Lapis, consent to do so has been obtained.
- e) Provide the State Library of NSW a copy of each published edition of Lapis to be added to the collection.
- f) Not publish in Lapis any inappropriate statements or contributions, be they of a discriminatory, offensive, or factually incorrect nature. Where it is found that any published content breaches this requirement, the author of the offending article / contribution shall be held liable rather than the Editor of Lapis and/or the Committee. The Committee may require a correction or apology be published in Lapis, if deemed necessary.
- g) Lapis is the main “communication tool” for the Club. All information of importance e.g. fee and class details, meetings and functions, projects and happenings, will be included. It is beneficial for the Editor of Lapis to keep in touch with what is going on in the Club, and to seek contributions from members.

## **22.6 The Field Trips Supervisor**

In performing the functions and duties of their position, the Field Trips Supervisor will:

- a) Propose and organise at least one (1) field trip per year. They will seek Committee approval, arrange and record field trips, and provide reports for Lapis.
- b) Liaise with members to gather suggestions for field trips. Sites for fossicking, gem deposits, gold panning, etc. should be checked out.
- c) Liaise with other lapidary clubs regarding combined fossicking trips when appropriate.
- d) Ensure participants on Club field trips are aware of the Field Trip Code of Ethics included in this document, and the rules for field trips including appropriate behaviour on fossicking areas and private property and the basic rules of traveling in a convoy.
- e) Ensure new participants on Club field trips are guided in the art of fossicking and the identification of the various minerals / gems / etc. being sought after.
- f) Keep a register of the names of all participants of the field trip / excursion.
- g) Ensure that basic First Aid facilities is carried by the trip leader, and a whistle and torch are carried by all field trip attendees.

## **22.7 The Cutting Room Supervisor**

In performing the functions and duties of their position, the Cutting Room Supervisor will:

- a) Endeavour to appoint a Sub-Committee of experienced and willing members, to assist in the role.
- b) Endeavour to maintain current knowledge of lapidary machinery and equipment, and organise the purchase, maintenance, repair, replacement and conditioning of all lapidary machinery and equipment of the Club.
- c) Oversee the purchase of sundry supplies, spare parts and consumables required for the Club’s lapidary machinery and equipment and the functioning of the Club rooms.
- d) Implement continuous improvement in the set-up of the cutting room to enable all lapidary machinery and equipment to be operated efficiently to minimise maintenance.
- e) Monitor cleanliness of the cutting room and may organise working bees from time to time to ensure all Club facilities are kept in good order. Teachers / instructors are responsible to ensure the Club’s lapidary machinery and equipment is cleaned after each class / workshop.

- f) Desirable qualities: This role is crucial for the effective and smooth running of the Cutting Room and other facilities of the Club. To excel in his position, a trade and / or engineering background is helpful, as is experience in negotiations and purchasing.

#### **22.8 The Delegate to the Gem and Lapidary Council of NSW (i.e. the Delegate)**

In performing the functions and duties of their position, the Delegate will:

- a) As practical, attend all appropriate G&L Council meetings. They have authority to vote and make decisions on behalf of the Club on all matters affecting G&L Council management. Nevertheless, any decision involving a cost to the Club, or its participation in G&L activities, must be approved by the Committee prior to the Delegate committing Club funds or actions.
- b) Consult, give advice and guide Club members regarding competitions organised by the G&L Council and the Club and the conditions / requirements of such.
- c) Organise competition trophies / shields / medals on behalf of the Club, and organise the competition displays during the Club's exhibitions.
- d) Desirable qualities: It is beneficial for the Delegate to be an active member of the G&L Council.

#### **22.9 The Social Secretary**

In performing the functions and duties of their position, the Social Secretary will:

- a) Propose Club social functions and excursions to the Committee for approval. Excursions may be made to shows or places of interest such as mines, exhibitions, museums, zoos etc.
- b) Plan, arrange and oversee said functions or excursions once they have been approved. Planning includes identifying the venue, themes, organising volunteers required, suggesting food and drinks to be served and the purchase of same or the organisation of external services and supplies.
- c) Act as the lead during the routine Club functions detailed in the "Club social function requirements" section below in this document.
- d) Regularly purchase kitchen provisions, e.g. coffee, tea, milk, cookies, sugar, etc. as approved by the Committee. They will also buy supplies for Club functions as needed.
- e) Support Club barbeques for working bees, lunches for sales days, and the kitchens during Club exhibitions.
- f) Seek the approval of the Committee for all expenses incurred in performing these duties.

#### **22.10 The Safety Representative**

In performing the functions and duties of their position, the Safety Representative will:

- a) Endeavour to identify any unsafe situation, hazards or unsafe behaviour within the Club and take appropriate action to mitigate the risks.
- b) Make themselves available to all members to discuss safety concerns and endeavour to find solutions.
- c) Report to the Committee any unsafe situation and actions carried out to address them. Acting independently if an urgent situation arises. The Safety Representative will otherwise be directed by the Committee.
- d) Will review and keep up to date the Club Safety booklet.
- e) Desirable qualities: Previous professional experience in regard to Health and Safety is of great benefit for this position.

#### **22.11 The Publicity Secretary**

In performing the functions and duties of their position, the Publicity Secretary will:

- a) Arrange all publicity and public relations matters for the Club, as directed by the Committee.
- b) Initiate "Member Drive" activities, e.g. at gem shows etc.

- c) Organise all necessary activities to promote the Club's exhibition, e.g. liaising with the Web Master re. social media notices, switching ads in local newspapers and other media, helping to create the exhibition flyer, organising flyer drops, posters, Club banners and advertising boards, etc.
- d) Desirable qualities: Experience in regard to promotional activities are of great benefit to this position.

#### **22.12 The Public Officer**

- a) It is a legal requirement that the Club appoint a Public Officer, refer to the Act / the Club's constitution (3.1.1.e).
- b) They must be at least 18 years old and a resident of NSW. The Public Officer is preferably a member of the Club (or, if this is not possible, any other person deemed suitable for the position by the Committee).
- c) They are the official point of contact for Fair Trading NSW to the Club. They will take delivery of documents served on the Club and bring them to the attention of the Committee as soon as practical. They are automatically one of the Authorised Signatories of the Club (excluding for Club bank accounts).
- d) The Public Officer, under circumstances detailed in the Act, will take charge of the Club's documents.
- e) They may be removed from office at any time. Reasons for this action may be death, resignation from the office, removal by the Committee, bankruptcy, mental incapacitation, a change of residency to outside NSW, and other causes.
- f) When a vacancy occurs in the position of Public Officer, the Committee will, within 14 days, notify Fair Trading NSW by the prescribed form and appoint a new Public Officer within 28 days.
- g) The (new) Public Officer (or a Committee member) will notify Fair Trading NSW, by the prescribed form, about their appointment within 28 days, a change of the Club's residential address (a post office box is not allowed) within 28 days, a change in the Club's Objects or Constitution within 1 month, and a change in the Club's name within 1 month.
- h) The Secretary / another Committee member may complete and mail the Fair Trading NSW forms required as per above on behalf of the Public Officer.

#### **22.13 The Teacher / Instructor**

In performing the functions and duties of their position, The Teacher / Instructor will:

- a) Conduct classes / permanent workshops by always being available for attendees throughout the class / permanent workshop, teaching and / or demonstrating and / or modelling skills or using books or audio-visual resources, pointing out resources available and using correct and safe methods of work.
- b) Open and lock up the Club rooms at the publicised times for classes / permanent workshops. Any opening of classes / permanent workshops during Club breaks (following the NSW public school holiday ones) requires approval by the Committee.
- c) Complete the "class sheet" for their class / permanent workshop.
- d) Ensure that members attending class /workshops record their attendance.
- e) Act as the Club representative to potential and new members, including carrying out an orientation to all areas and the functions of the Club rooms.
- f) Ensure that any fees paid are receipted and moneys are passed on to the Treasurer, and any forms completed for new or renewing members are passed on to the Membership Secretary.
- g) Ensure that all shop sales are entered into record book and that the correct monies are received for the sales and passed on to the Treasurer.
- h) Ensure that all members follow safe operating procedures appropriate for the class / permanent workshop being conducted and ensure that all equipment is used safely and efficiently to minimise damage and maintenance including the use of consumables like lubricants or cleaning equipment.

- i) Ensure that no individual uses machinery / equipment without another member being present.
- j) Take faulty equipment they are unable to repair off-line and label same as out of service and advise the Cutting Room Supervisor of any repairs required or carried out.
- k) Ensure that appropriate cleaning is carried out of the equipment and machinery used, as well as of the cutting room itself at the end of the class / workshop, and all tools, parts, consumables, etc. are returned to their correct storage location.
- l) Ensure that inappropriate behaviours of attendees, if unable to be addressed within the class / permanent workshop, are referred to the Committee for follow up and resolution.
- m) Ensure appropriate arrangements are made if they are unable to attend a scheduled session.  
They may delegate their duties to a member of the class / permanent workshop. When a role is delegated, the Teacher / Instructor is responsible for instructing the delegate and overseeing the delegation. The Committee must be advised of longer-term delegation i.e. for prolonged holiday or health related relief.  
If no delegate is available, they will endeavour to advise class members that the class / workshop is cancelled for that date.
- n) The Teacher / Instructor has the following specific authorities:
  - i) Restrict the size of their class / permanent workshop – as a guide a maximum of 10 members is recommended.
  - ii) Restrict the number of novices who join the class / permanent workshop at one time. Teachers / instructors should be consulted by the Secretary before new members are permitted to join a class to ensure they have the capacity to take on additional members.
  - iii) Refuse attendance of a member if the member has not paid the appropriate fee.
  - iv) Suspend members who breach the Club's Behavioural Code of Ethics or do not follow safe operating procedures from using specific items of equipment during the class / permanent workshop, or from attending the class / permanent workshop entirely. A member who has been suspended may appeal to the Committee for a review this decision.
- o) A Teacher / Instructor (Lead) of a weekend workshop will ensure that the Committee has given prior approval to the workshop (including the fee), and that the workshop is appropriately promoted to members including dates and times, subjects covered, fees and required materials and tools.
- p) A Teacher / Instructor is encouraged to mentor a member of their class who has the potential to run the class / permanent workshop in case of leave or illness, or to become a teacher / instructor.
- q) A Teacher / Instructor who has Junior members in their class must have a Working with Children Certificate (available free of charge at Service NSW).

#### **22.14. The Membership Secretary**

The Membership Secretary reports to the Secretary, as the Act makes the Secretary responsible for the membership register. If this position cannot be filled, the Secretary will assume these responsibilities.

In performing the functions and duties of their position, the Membership Secretary will:

- a) Maintain an accurate Register of all members of the Club in accordance with the Constitution clause 2.6. This requires liaison with the Treasurer to confirm the payment of membership fees, and with the Editor of Lapis to ensure the Lapis distribution list is current.
- b) Inform the Committee when members pass a significant milestone of general interest, e.g. 30 years membership, 100 years of age, etc.
- c) Make current membership cards available to all members at the Club rooms, after the end of each financial year. Due to the cost, membership cards will not be mailed out.



- d) Send (email) reminders to all members when the membership fees are due.
- e) Send individual (email) reminders to members who have not paid their membership fees, in intervals after the due date, alerting them about the consequences of non-payment as per the Club's constitution.
- f) If requested, provide access to the Membership Register in accordance with the Club Constitution. The Membership Secretary will supply a basic version of the membership register to members other than Committee members to protect the privacy of members.
- g) The Membership Secretary must be familiar with the use of Excel.
- h) The Membership Secretary is not responsible for any communication with members, which does not relate to the payment of the Joining Fee or Annual Fee, or membership details. All other queries should be directed to the Secretary.

### **22.15 The Education Supervisor**

The Education Supervisor seeks to enhance the knowledge base of Club members at all levels across a broad range of lapidary related topics and provide access to sources of information for their further study. Topics to be researched may be at the initiative of the Education Supervisor or requested by Teachers, Instructors the Committee and members.

In performing the functions and duties of their position, the Education Supervisor will:

- a) Endeavour to research lapidary subjects and provide the Committee, Teachers / Instructors, and members with current information on subjects such as techniques, equipment, design, minerals, fossicking sites etc. Research may explore sources such as the internet, other lapidary club publications, lapidary books, machinery and equipment supplier information, and technical publications.
- b) Prepare lapidary theme articles for Lapis and presentations to classes / permanent workshops and Club meetings.
- c) Participate in the update and expansion of the Club's safety booklet when coverage gaps are identified in it, new risks or control measures have been identified, or new machinery / equipment or tools have been implemented.
- d) Prepare short briefings on specific items covered in the safety booklet, to be delivered during classes / permanent workshops, member meetings or specifically organised training sessions.

### **22.16 The Librarian**

The Librarian will organise and maintain the Club's library for members' use. In performing the functions and duties of their position, the Librarian will:

- a) Maintain a library catalogue so that members can easily find items.
- b) Ensure reference books are kept for the exclusive use of Teachers / Instructors.
- c) Maintain a loan register to ensure items are returned in a timely manner, i.e. one month for all library items. Any outstanding items will be recalled. If lost, they will be written off and taken off the catalogue after approval by the Committee.
- d) Carry out an annual stocktake of the library.
- e) Make recommendations to the Committee for additions, replacements, and disposals of items in the collection.
- f) Bring to the attention of the Committee any loss or damage to an item caused by a member.
- g) Access the suitability of any donated items for addition to the library.

### **22.17 The Web Master**

The Web Master will maintain the Club's website and email facilities for the use of the Committee and members, and to provide information about the Club's activities to the community.

In performing the functions and duties of their position, the Webmaster will:

- a) Maintain the Club website that is easy to navigate and includes a password protected "members only" section.
- b) Ensure that links and documents published on the website are current.
- c) Endeavour to update the website with dates of interest and relevant general news, promotions of upcoming events and courses etc.
- d) Publish photos of members on the website after ensuring appropriate permission has been given (for children under 18, their parents' permission must be given).
- e) Establish and maintain email accounts for the four (4) Office Bearers, the Editor of Lapis and the Web Master. Each account is forwarded to the personal email of the relevant Position.
- f) Respond to communications from the Service Provider ensuring subscriptions for service and domain name are paid prior to expiry.
- g) Recommend social media activities, e.g. for the Exhibition, to the Committee.
- h) Forward any invoices to the Committee for approval. Larger project costs must be pre-approved by the Committee.

### **22.18 The Cleaner**

Maintaining the Club facilities in a clean condition is the responsibility of all Club members.

Members attending classes and workshops are expected to leave Club facilities in a clean and tidy condition after each attendance, routinely conducting activities that may be required such as vacuuming floors, replenishing paper towel dispensers and emptying rubbish bins. The Committee will organise a cleaning bee at least once a year, usually around October.

The Cleaner performs additional activities each fortnight to maintain a standard of cleanliness in the Club's facilities. In performing the functions and duties of their position, the Cleaner will:

- a) In the amenities: clean both toilets with disinfectant, apply toilet bowl discs and / or air freshener, as required, mop the floor with disinfectant, empty the rubbish bins into the rubbish bin in the kitchen, replenish toilet paper (including a spare roll for each toilet) and clean the sink and the mirror in the toilet entry room.
- b) In the kitchen: wipe cupboard doors and bench surfaces, check the fridge and dispose of anything unseemly; wipe inside fridge as needed, mop the kitchen floor; empty the rubbish bin into the Council red bin; check the recycling bin in the kitchen and if full, ask members to take the recycling bag home) and collect the towels and tea towels from the kitchen and wash them.
- c) In the meeting room: Vacuum the floor if required, recording the date on the notice board in the meeting room.
- d) In the cutting room: mop the cork floor when required and vacuum the carpet in the cutting room entrance area; wipe worktables and benches if required.
- e) Replenish the paper towel dispensers in the toilet, kitchen and cutting room.
- f) Purchase any items needed for cleaning and seek reimbursement in accordance with 18 c) above.
- g) Lead an annual cleaning working-bee to ensure any areas needing attention are addressed.
- h) Report any cleaning issues to the Secretary.

## **22.19 The Shop Keeper**

In performing the functions and duties of their position, the Shop Keeper will:

- a) Coordinate the stocking / re-stocking of the shop from the stores, donations, etc.
- b) Maintain a price list approved by the Committee. The prices on this list will be established by the experts of the Club, as coordinated by the Shop Keeper. The prices of goods in the shop will not be negotiated or discounted unless the Committee has given approval.
- c) Mark all items in the shop accordingly (e.g. with permanent pencil, stickers, tags, etc.). Items will be marked up or down from the price of the list, depending on their quality. This does require experience from the Shop Keeper. If in any doubt, the Club experts will be called upon.
- d) Uphold the conditions of the shop, as detailed in 21.5.
- e) The Shop Keeper does not routinely purchase items for the shop. This is routinely done by the experts of the Club.

End of document