

WAWA HANDBOOK

OBJECTS

To promote, foster and practise the art and craft of woodturning in the State of Western Australia

To conduct meetings and workshops for members and to promote and encourage discussion on the art and craft of wood turning

To participate in the holding of exhibitions, lectures, workshops and classes in furtherance of the objects of the Association

To be conservation conscious in using recycled timber, waste forest products and waste domestic trees, fruit and exotic trees from residences.

MOTTO

Trees – while I grow let me live
When I die, more pleasure give.

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Woodturners Association of Western Australia (Inc.)

The Woodturners Association of Western Australian (WAWA) has taken responsibility for the sponsoring, promotion, and coordination of organised wood turning activities in Western Australia since its formation and incorporation in 1985.

The Woodturners Association of Western Australia, administratively, is a confederation consisting of self-managing Groups, typically defined by geographic location, and an elected Committee of Management (COM) operating centrally.

The functions and behaviour of Groups and the Committee of Management are governed by its Rules which were extensively revised before endorsement by the membership of the Association in September 2018. These Rules are subject to annual review.

The Committee of Management (COM) is guided by a number of principles:

- member groups are the reference point for all Committee of Management deliberations and actions;
- the primary purpose of the Committee of Management is to assist member Groups to obtain access to high standard facilities and equipment and advice and support;
- open and effective two-way communication with member Groups is maintained and communication between Groups is facilitated;
- decision-making is open, documented, and subject to scrutiny.

Groups are responsible for

- managing their affairs within the framework established by the Committee of Management;
- ensuring that their activities are consistent with the Rules and that they conform to the specification in the Bylaws of the Association concerning Groups

Governance

The Association is governed by a Committee of Management (COM) comprising of

- President
- Vice President
- Immediate Past President
- Treasurer
- Secretary -- who may be appointed by the Committee of Management as a non-voting member
- 5 – 8 other Members of the Association, one of whom shall be the Registrar

The Committee of Management has the power to formulate policies and set forth procedures to govern the administration and well-being of each group whose policies shall not be inconsistent with those of the Association.

Reference: – RULES, Part 5-Committee

Groups are managed by a group committee consisting of

- Convener
- Secretary
- Treasurer
- at least three other members of the Group

The convener shall be elected by the group.

A Group Committee shall conduct the Groups affairs in accordance with the policies and procedures determined by the Committee of Management

Reference: – RULES, By Laws, Groups, esp. para 10, 12

A current list of all WAWA office bearers, Committee of Management, Group contacts, locations, and meeting times, are contained in the Bi-monthly Newsletter as well as the Association's website.

Membership

General Provisions

1. The Committee may receive or invite applications from and admit persons to the following categories of Member:

- (a) Junior Member
- (b) Ordinary Member
- (c) Associate Member
- (d) Corporate Member
- (e) Honorary Associate Member

'Junior Member' means a person who is over the age of 14 years and under the age of 18 years who is interested in the practice, promotion, preservation and fostering of the art and craft of wood turning.

'Ordinary Member' means a person who is interested in the practice, promotion, preservation and fostering of the art and craft of wood turning.

'Associate Member' means the spouse/partner of an Ordinary Member.

'Corporate Member' means any organisation, association or corporation which is interested in the practice and/or promotion, preservation and fostering of wood turning.

'Honorary Associate Member' may be offered to the spouse or partner of a deceased Member, or to a Member, who, through age, illness or disability is unable to continue woodturning. The proposed Member must be of good standing, receive the support of the Group and the endorsement of the COM. Honorary Associate Members retain their membership number and continue to receive the newsletter.

2. Any application for membership of the Association shall be accompanied by such sum, if any, as may be decided at the Annual General Meeting each year, to be a nomination fee, together with the appropriate amount of annual subscription payable as specified in the membership application form. Pro-rata annual fees apply to those joining during the year, i.e. 75% if joining in January, 50% if joining in April and 25% if joining in July.
3. The Secretary or any person so authorised by the Committee of Management and acting as Membership Registrar, shall be empowered to admit to appropriate membership of the Association, any person or corporation who has completed an 'application for membership' and paid the prescribed fees.
4. No officer of the Association shall have the power to refuse membership of the Association to any person who has completed an application for membership and paid the appropriate fee. Should the Secretary or the Membership Registrar,

as the case may be, consider the application for membership should not be approved, the application shall be submitted for consideration by the Committee of Management.

The Committee may in its absolute discretion, and without assigning any reason therefore refuse to grant an application made for membership under this clause.

5. Membership shall be for a period terminating at the conclusion of the next Annual General Meeting of the Association following the date of admission to membership.
6. 1. Any former member of the Association who wishes to rejoin shall apply by completing an application form and paying the nomination and membership fee.
- 6.2. Notwithstanding the provision of clause 6.1 above, the nomination fee may be waived by the Committee of Management for any former member who wishes to rejoin the Association giving mitigating circumstances.

Reference: – RULES, Part 3, Division 1

New and Annual Membership Subscriptions

Subscriptions and nomination fees shall be set at the Annual General Meeting each year and are due on or before 31 October, after which a late fee would apply. If still non-financial by 31 December a member's name will be removed from the register.

The Committee of Management shall appoint a Registrar who is responsible for the collection of nomination fees and subscriptions. The Registrar is also responsible for maintaining a record of financial members.

A Group may appoint a member to collect annual renewal subscriptions from the Members of their Group. Advice of such an appointment shall be forwarded to the Secretary within two (2) weeks of such an appointment.

Procedures to be followed:

1. Only the Registrar or Group collectors may issue receipts for subscriptions, using a receipt book containing the original (A) and 2 copies (B and C) for each receipt.
2. All collections shall promptly be banked into WAWA's Bankwest account BSB 306 -305 account number 419869-6.
3. Group collectors should forward collected funds, together with the relevant duplicate receipts (B) to the Membership Registrar as soon as practicable. Alternatively the funds can be banked into WAWA's Bankwest account BSB 306-305 account number 419869-6, and the receipts forwarded to the Membership Registrar.
4. After updating Membership records the Membership Registrar shall forward the collector's returns to the Treasurer, for entry into the accounts and for filing.

A Member who wishes, may arrange a direct deposit of their Annual Subscription to the Association's Bankwest account BSB 306-305 account number 419869-6 and enter

in the description field, their name and membership number. Details of this facility shall be published in the Newsletter following the Annual General Meeting each year.

Reference: – RULES, Part 3, Division 2

Refund of fees paid

If a member resigns from the Association, then the COM may authorise a refund of fees paid as follows:

- Resignation prior to or on 31st October – 100% of any membership fee paid for forthcoming year.
- Resignation after 31st October but prior to or on 31st December – 50% of any membership fee paid for forthcoming year.
- Resignation after 31st December – no refund

Any nomination fees paid by a new member are non-refundable.

Membership Registrar - Duties

1. Receive applications for membership of the Association, and if necessary communicate with the applicant to clarify any matter.
2. Record necessary information in membership register.
3. Issue receipts for every payment notwithstanding that, unless a receipt is specifically requested they not be posted to Members.
4. Issue a name badge, Association badge, copy of the Rules and Safety Manual and forward to the new Member.
5. Each month advise the Editor of the Newsletter of names, addresses and membership numbers of new Members.
6. Bank all monies intact on receipt at the bank nominated by the Management Committee.
7. Pass bank deposit receipts together with a second copy of cash receipts to the Treasurer for his records.
8. No later than 14 November each year, forward to all Members who have not paid their subscriptions for the ensuing year, a written notice or email letter advising them of their omission with a copy to their Group.

The letter or email to state:

- (1) Late fees are applicable as of the 31 October (The fee to be set by the COM)
 - (2) The names of unfinancial members as of the 31 December will be submitted to the COM for cancellation of membership.
9. After 1 January each year submit to the COM a list of unfinancial members as of the 31 December. When specifically instructed to do so by the COM, delete

unfinancial members names from the membership list and to advise the Editor of the Newsletter and concerned Groups of the names to be removed.

10. Keep a record of all telephone calls, postages etc and periodically forward to the Treasurer for reimbursement.
11. Communications to Members other than to clarify matters relating to applications for membership must be formally approved by the COM before any action is taken.

Membership Kit

When a new Member is enrolled, the Membership Registrar forwards to that person:

- A welcome letter
- A name badge
- Copy of Rules
- Copy of Safety Handbook

Reference: – RULES, Part 3, Division 2, Division 3

Awards

Life Membership

The Rules state:

1. At any Annual General Meeting of the Association, life membership may be awarded to any person or persons in recognition of outstanding service to the Association. Successful recipients receive a certificate signed by the President and a gold name badge showing the award.
2. Any Member may nominate another Member for life membership by giving written notice of such nomination, and the reasons for nomination, to the Secretary at least two months prior to the Annual General Meeting.
3. Life Members shall be exempt from the payment of annual membership fees as provided for in Rule 8.

Procedure:

A. Nomination

1. Nominations, with supporting documentation, must be submitted to the Secretary no later than 2 months prior to the AGM, to allow time for processing.
2. Fully documented requests are passed to the President and kept confidential.
3. The President will convene and meet with a committee to evaluate the nomination. The committee is to be comprised of the President and three life members of his/her choosing.
4. The following matters shall be taken into consideration:
 - (a) Leadership qualities.
 - (b) Contribution to the Association and to the Groups.
 - (c) Any other matters deemed appropriate.
 - (d) Length of Membership – a member may be nominated for life membership after completing 10 years of continuous membership of the Association.
 - (e) The President and assessment panel may exercise discretion in accepting a nomination worthy of assessment that does not meet 4(d).
5. The Association shall keep a file listing all Life Members together with their citations.

B. Conferral

1. Conferral of life membership shall take place at the first AGM after the award is approved.
2. The certificate signed by the President shall be of a standard format and framed.
3. A written citation will be given to the awardee and subsequently published in the Association Newsletter.

4. The awardee will receive a gold name badge in recognition of life membership status.
5. As per the Rules no further annual fees are required.

NOTES: The President of the Association will not normally be eligible for the award of Life Membership while holding the office of President.

Award of Merit

The Award of Merit system recognises members and associate members who have given outstanding service to the Association, usually at Group or Association levels. Successful recipients receive a signed certificate and a silver name badge showing the award.

They are not exempt from payment of annual membership.

Procedure

The following procedure applies:

A. Nomination

1. *At Group Level:*
 1. Nomination of a Group member for the award may be made by any member of the nominee's Group at any time. Nomination should be supported (seconded) by another member of the Association, and should be accompanied by supporting documentation.
 2. On receipt of a nomination the Group Convenor shall form a Nomination Committee of at least three members of the Group, one of whom would normally be the convenor.
 3. The nomination committee shall evaluate the nomination and prepare the citation to be forwarded to the Secretary of the Association for consideration by the Committee of Management. In preparing the citation, the Nomination Committee shall document the nominee's contributions to the objects of the Association and any other matters deemed appropriate. These matters are confidential.
2. *At Association level*
 1. Nomination is confined to Association members who are or have been officers of the Association. Nomination may be made by any member of the Association at any time. Nomination should be supported (seconded) by another member of the Association.
 2. On receipt of a nomination and supporting documentation, the President or a designated member of the Committee of Management shall form a Nomination Committee of at least three members drawn from the current Committee of Management who will assist the chair of the nomination committee to evaluate the nomination and prepare the citation.

3. In preparing the citation, the Nomination Committee shall document the nominee's contribution to the objects of the Association and any other matters deemed appropriate. These matters are confidential.

B. Endorsement and Conferral

1. The Secretary of the Association will table the nomination for the Committee of Management's consideration and ratification or further consideration.
2. The Secretary of the Association will arrange for the certificate for the Award of Merit to be signed by the Association President and, where applicable, by the Group Convener.
3. The Secretary will arrange for the signed certificate to be framed, with the citation attached to the back, and returned to the Group Convener (or Association President where applicable).
4. The Secretary will authorise the preparation of a silver name badge to be returned to the Group Convener (or Association President where applicable) at the same time as the certificate is returned.
5. Conferral of the certificate will be at a time and a place determined by the Convener (or Association President).

NOTES: The President and Secretary of the Association or Group Convener will not normally be eligible for the Award of Merit while holding the office of President, Secretary or Group Convener.

Associate Member Eligibility

Under exceptional circumstances endorsed by the President and a majority of members of the Committee of Management, an associate member of the Association shall be eligible for the Award of Merit, provided that all other conditions for the award as specified here are met.

Certificate of Appreciation

A certificate of appreciation may be awarded by a Group to a Member or Associate Member who has given excellent service to a Group.

Eneabba Accolade

The Eneabba Accolade is intended to recognise the outstanding service of an individual or a small group of individuals to the Association's work and well-being which is of a much higher order than that normally recognised through a certificate of appreciation. The title of the award reflects the spirit of WAWA's founders who were very strongly motivated to promote and support wood turning as an art and craft. The award is an occasional award made at the President's discretion on advice from the Committee of Management and Convenors of the Association's groups

Finance

In this section the words

- 'WAWA' and 'Association' shall mean The Woodturners Association of Western Australia (Inc)
- 'Committee' shall mean the Committee of Management of the Association.
- 'Tools' includes lathes and all types of workshop woodworking machines, accessories, chisels and hand tools of all kinds.

Responsible Officers

A Treasurer shall be appointed by the Committee in accordance with the Rules.

The Treasurer is the chief financial officer who shall, subject to the directions of the Committee, manage the affairs and books of account of the Association. The Treasurer shall perform duties consistent with the Association's Rules (Part 7. Clauses 55 and 56)

An assistant Treasurer may be appointed by the Committee to assist the Treasurer and perform the duties listed on the role statement.

A Membership Registrar shall be appointed by the Committee to assist the Treasurer by collecting subscriptions and nomination fees from new members and keeping a membership register.

Funds

The Association shall manage its money by the use of several deposit funds and a current account.

General Account: WAWA's general fund is to be used for all financial operations of the affairs of the Association with the exception of money kept in reserve for the following:- Event Reserve, Loss Reserve, and Tool Fund.

Event Reserve: It is the policy of WAWA to break even when it conducts workshops or special events. The Event Reserve is to set aside money so as to make good shortfalls in income of special events or to subsidise special events such as:

- (a) The visit of overseas or interstate turners of note who may need assistance with travelling expenses and who may charge fees for sharing their skills and knowledge.
- (b) Special workshops that might be arranged by the Committee and may fail to generate sufficient support to break even financially.

Loss Reserve: Is to set aside money which may be used to assist WAWA and its Groups replace any losses of tools which may be suffered. This fund is necessary in view of the Committee's decision not to insure WAWA tools, it being of the opinion

that premiums charged plus high Government tax surcharges in relation to the nature, diversity and spread of the tools makes the purchase of insurance cover uneconomical.

Tool Fund: Is used to raise and manage money which is to be used to assist in the purchase of tools for the Association or its Groups. The fund can be regarded as a grant fund which will be used to subsidise the purchase of articles rather than as a capital account. Tools purchased will enter the balance sheet via Association and Group returns. It is recognised that Groups also raise and hold money to acquire tools and that any purchases become the property of WAWA.

General Fund

All moneys received shall be recorded in the General Account and allocated as directed by the Committee.

Bank Accounts

The Association may keep Business Bank Accounts including Cheque Account, Electronic Banking and Term deposit accounts but must have a cheque account at minimum. This also applies to each group.

A minimum of two signatures are required for each account, regardless of the nature of the account. One of the signatories should be the administrator of the account. It is regarded as good risk management to have at least three signatories. Note that banks do not all use the same authentication procedures for online banking. For instance, if a bank uses SMS to provide access codes, each signatory would be required to have a mobile phone.

A prerequisite of the WAWA Committee of Management, or a group committee considering online banking, should be a clear understanding of the terms and conditions product disclosure provided by the bank before establishing an online facility.

Due to the inherent risks associated with electronic banking, a separate account should be allocated for online access and Electronic Funds Transfers and payments. Also a maximum amount to be held in the Electronic account should be determined by the relevant committee of the group.

WAWA will not be responsible for any losses incurred by Group banking methodology.

Reference: RULES, Part 7, Clause 55.

Annual Report

The Treasurer shall produce an Income and Expenditure Statement together with a combined statement of Assets and Liabilities.

Reference: RULES, Part 7, Clause 56.

Depreciation

The Association will not have an asset register in the usual manner. The Annual Return prepared by each Group will form the asset register for each Group. All equipment, appliances, tools and other assets such as furniture shall be recorded and updated each year when the Annual Return is prepared at the end of the financial year. Groups will depreciate all items over \$500 purchase price, unless specified specifically, at the rate of 10% per annum. No items are specified currently.

Accrual Accounting

The Association uses the Accrual Method of Accounting: i.e. income and expenditure are accounted for in the year they are earned or expended, rather than the year in which they are received or paid. This policy does not require the use of a purchase journal. The accounts may be kept on the basis of receipts and payments so long as:

1. Items relating to other accounting periods are identified and transferred to appropriate accounts in the balance sheet and,
2. Not included in the income and expenditure statement for the year, and money not yet received or paid, that relates to the year being reported is similarly brought to account, so that the accounts will reflect the true income and expense for the year.

Book Keeping Methods

The Treasurer, at his or her preference, may prepare hand written accounts, or may use a computer and software, provided that a hard copy of every transaction is kept in the form of a printout along similar lines to a handwritten cash book. Ledger accounts may take the form of printouts of each ledger account used and these are to be bound together with the cash book to form a permanent record of the transactions for the year. Such records are to be the property of the Association.

Petty Cash

The following Committee of Management Officers may hold a petty cash float on behalf of the Treasurer:

- Secretary \$100
- Membership Registrar \$100
- Weekend Workshop Co-ordinator \$100
- Weekend Workshop Catering \$100
- Video Co-ordinator \$100

This amount will be an imprest amount. When the amount requires replacement the holder of the money shall submit a statement to the Treasurer showing:

Imprest Amount	\$xxxx
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Less details of expenditure	\$xxxx
Cash on hand	\$xxxx

At all times the amount of imprest should equal the cash on hand and the recoup.

Payment of Accounts

All Association payments shall be approved by the Committee of Management and a list of such payments, detailing cheque number, payee, amount and a description of the payment, shall be submitted to the Committee and incorporated into the minutes of the meeting at which approval is given.

All such payments are to be fully supported with invoices, statements and other necessary documentation.

Between Committee meetings the Treasurer is authorised to arrange payment of any accounts which are regularly invoiced; e.g. Newsletter printing, insurance premiums, printer's costs for certificates and the like, and which fall due for payment before the next Committee meeting, provided these accounts are included in the list of other expenditure included in the Committee minutes (see paragraph 1 of this section). In the case of other accounts which may be considered to be of an unexpected or urgent nature, the Treasurer may consult the President who has the Committee's authority to approve such payments. Any such payment shall be reported to the next Committee meeting.

Requests for reimbursements of petty cash expenditure may be dealt with as the Treasurer sees fit, including the disbursement of cash which may be on hand for banking. Where cash is disbursed from Weekend Workshop or other takings, a memo of such disbursement shall be made in the return of banking from the event, and receipts and other supporting documents shall be kept with the return.

Equipment Budget

The Secretary shall write to all Groups and others holding tools on behalf of the Association, in May of each year, requesting them to plan for any requirements for the following year and to notify of any tools that may be surplus to their needs so that the Committee may reallocate those tools to others who may need them.

Asset Disposal

Where a piece of equipment or other item is no longer required by a Group, it may be disposed of as follows:

- approval to dispose is given by the Committee of Management;
- the piece of equipment or other item is offered in the first instance to other groups;
- it may then be offered to members of the Group;

- if unwanted by group members it may then be disposed of as the Group Committee determines.

Insurance

The policy of the Committee requires that policies of insurance be taken out for:

1. Public Liability
 2. Personal Accident insurance; for all minuted activities including workshops, public demonstrations of all kinds and meetings of WAWA, its Groups and all meetings of the Committee or its Groups
 3. Motor Accident cover for all trailers owned by the Association.
 4. Workers Compensation
- NOTE: Should the Committee or any delegated and authorised sub committees employ any persons, a policy of insurance cover for workers compensation must be obtained.

Claims involving Public Liability or Personal Accident.

A Member, associate or any person who suffers any personal injury or loss should immediately report the incident to the presiding officer at the event where the incident occurred. Details of the date and time the incident occurred, together with a description of what happened and the names of any witnesses present, should be recorded in writing and the report sent to the Treasurer for further attention. It should be noted that any incident not reported to our insurers within 30 days will not be considered for claims.

Claims Against the Loss Reserve

1. WAWA Tools

A Group, or other Member having custody of WAWA tools, suffering loss as a result of a burglary or other incident shall forthwith notify the Treasurer and shall report the matter to the Police. A note of the Police Report Number, and details of the time and place the incident was noted, together with a list of missing items, shall be given to the Treasurer with a full report of any details known or suspected.

2. Personal Loss

Any Member of the Association who suffers loss or damage of equipment:

- (a) That was used or was to have been used at a scheduled demonstration to be carried out on behalf of the Association,
- OR
- (b) Who has been invited to bring equipment to a scheduled meeting of the Association may lodge a claim against the Association to recover such loss or

damage including transport of equipment between his or her place of residence to the place of demonstration and the return journey home.

Any claim for loss or damage will be considered subject to the loss or damage not being recoverable from the owner's insurers.

A claim for loss or damage must include the following detail:

1. When and where the event was held;
2. Who authorised the use of the claimant's equipment;
3. Details of how the loss or damage was sustained;
4. The amount of the loss or damage – to include a quote for replacement;
5. Age of the equipment and its condition;
6. A statement about whether or not the equipment is insured and the extent to which any insurance covers the actual loss.

Excess: Most insurance policies require the claimant to pay the first \$100 or more of any claim. It will be Association policy that the Committee will apply an appropriate excess in setting any claim, having regard to the size and circumstances of the loss.

Non Members: The Committee may extend this policy to non-members but would take into account the conditions under which the non-member demonstrated.

Capital Expenditure for Groups

NOTE: All previous references to Capital Expenditure are rescinded.

The Treasurer in conjunction with the COM, will, when determining the budget for the next financial year, determine the estimated surplus for that year. Any actual surplus from the previous financial year is added to the estimated surplus. This total amount of money, less 20% to be set aside for 'special requests', will be available for distribution to Groups.

Method of Calculation.

Surplus funds, less 20% to be held for 'special requests' equals available funding.

Available funding divided by the total paid registered Members as of midnight 31 October equals per capita an equipment allowance.

Each Group to receive funding as per paid registered Members (31 October)

NOTE: Only Groups who have submitted full and completed annual returns to the Secretary by the due date will be considered for a per capita allowance.

Example Only

- Surplus funds \$10,000 less 20% = \$8000 (\$2000 for special requests)
- Available funding \$8000 divided by paid registered Members 400 = \$20.00 per Member.
- Group with 20 financial Members would receive 20 x \$20.00 = \$400.00

Groups may on application request an interest free loan for more expensive equipment. The loan would be reimbursed to the WAWA accounts from future allowances. No further loans would be considered until the outstanding loan has been repaid.

Only two interest free loans across the Association will be considered in any one year. Applications for loans by a Group will be assessed on merit. Their financial standing will be taken into consideration.

There is no change in support available to new Groups. These would receive the basic equipment required to make them viable, determined at the time by the Committee of Management in discussion with the new Group.

Lotteries Commission Grants

All applications for grants from the Lotteries Commission are to be submitted through the Committee of Management. We have been successful on a number of occasions over the years, generally on the basis that the Association meets a minimum of 25% the cost of whatever is purchased. This has been of assistance in equipping newly formed Groups.

Groups should discuss their applications well in advance of submission with WAWA's Grant Officer. The Grants Officer will advise submission dates as these may vary annually.

Groups

General Considerations

1. No Group purporting to be a Group of Members of The Woodturners Association of Western Australia (Inc) shall be formed without the approval of the Committee of Management.
2. Each Group shall elect a Convenor and preferably a Secretary, Treasurer and a Management Committee. A Convenor shall not hold office for more than 2 years consecutively unless approved by the Committee of Management of the Association, but a person is not precluded from serving more than one term. The Association shall be informed of:
 - (a) The names, addresses and contact phone numbers of the officers of the Group from time to time.
 - (b) The venue, frequency, and times of all regular meetings likely to be held.
3. Policies and procedures followed by Groups shall be consistent with the Association's Rules and will be in accordance with policies and procedures determined by the Committee of Management.
4. All Groups will maintain a permanent record of their proceedings, including minutes of committee meetings. This record may be in digital or hand-written form but it should be able to be accessed by all members of the Group as well as the Committee of Management. To ensure security of digital records, regular backups of material should be undertaken.
5. No person shall attend more than three meetings of a Group unless he/she is a Member or has applied for membership of the Association.
6. Groups may require that Members and others attending their meetings pay an entry fee to meet the out of pocket expenses of the Group.
7. Groups shall not hold more than \$500 in cash, and any Group funds in excess of \$500 shall be deposited in an account with Bankwest, (or such bank as the Management Committee may determine) styled:- 'Woodturners Association of Western Australia Inc. - Group Name'.

The Group may arrange for its own signatories for the bank account and the Association Auditor shall be provided with a statement of income and expenditure of Group funds at the end of each financial year, being 30 June, as well as a copy of the bank statement as at that date.
8. Groups may request Members to subscribe towards the acquisition of tools and or equipment. Any equipment purchased becomes the absolute property of the Association, should the Group cease to function. Groups are required to inform the Committee of Management of the relevant details of any tools or equipment which may be purchased, lost, destroyed or whatever, for insurance purposes.

- 9 Any lathe, grinder or other tools or equipment, being the property of the Association and placed in the custody of a Group shall:
 - (a) be made available for any Association function provided that reasonable notice is given to the Group
 - (b) Not be used by or lent to any non-member without the express approval of the management committee of the Group.
- 10 Groups shall not commit the Association for any expense, or enter into any arrangements for exhibitions, demonstrations, sales or similar arrangements or use the logo of the Association, in any promotion or pamphlet or handbill, which may have the effect of indicating the Association's sponsorship without first receiving approval in writing from the Committee of Management.
- 11 A Group shall not hire, lease or take control of premises for an extended period without the consent in writing of the Committee of Management.
- 12 For insurance purposes, Members are required to sign the attendance register at each meeting of the Group. Groups are required to submit to the Treasurer as part of their annual returns, a schedule indicating the number of Group meetings held and the number of Members in attendance at each meeting. (This aids when negotiating insurance cover).
- 13 Any claim or incident which gives rise to a claim against the Association's insurers must be reported within 30 days of the event.
- 14 Outgoing members of the Group's management committee are required to hand over all records relevant to their position to their successor within 30 days of the change taking place and any passwords to email accounts, computers or other instruments of the position that are the property of the Group. Where passwords change, the secretary of the Association is to be advised.

Group Operations - Notes for Convenors

- A list of the current Committee and Convenors is to be found in the Newsletter.
- Please notify the WAWA Secretary of the names of the following, as elected by 31 August each year:
 - Group Convenor,
 - Group Secretary,
 - Group Treasurer,Please notify the WAWA Secretary of any change of Officers during the year.
NOTE: The WAWA financial year ends on 30 June.
- Group Treasurers should forward to the Association Treasurer, as part of the Group's annual returns, a Statement of Receipts and Payments for the financial year 1 July to 30 June. The statement should be reviewed and accompanied by a copy of the Bank statement as at 30 June.

NOTE: The reviewer need not be an accredited auditor or CPA; a Member of the Group other than the Committee will suffice.

- Check the list of your Group's equipment/assets against the list supplied with your annual return forms and return the updated list to the WAWA Secretary.
- Please read and comply where possible with all Association policy papers to ensure the smooth running of your Group and the Association as a whole.
- Make sure you have membership forms for prospective new Members. Notify the Membership Registrar if more forms are needed. Enter the name of your Group on the forms.

Encourage all Members to pay membership subscriptions as soon as possible after the Annual General Meeting.

NOTE: After three attendances visitors should be encouraged to join the Association.

- Petty cash up to \$500.00 is allowed. All excess must be banked by your Treasurer in a Bankwest or other approved bank or credit union account to be named: 'Woodturners Association of Western Australia (Inc.) -----Group.'
- Read your copy of the WAWA Management Committee minutes and advise your Group of any relevant points.
- Encourage all members of your Group to familiarise themselves with the contents of the Handbook and to download a copy from the Association website. The Convenor and Secretary should have ready access to a reference copy of the Handbook.
- Members must sign the roll book to ensure insurance cover during meetings. Make a note in your meeting minutes of dates, times and venues of meetings held at locations away from your regular venue for insurance purposes.
- Any public performances by the Group or by its members must be notified to the Committee of Management prior to the event for insurance purposes.

Where disputes or differences occur between Group members over Group issues, then these should be resolved at Group level, in accord with the dispute provisions detailed in the Rules of the Association (RULES, Part 4). In general, the Committee of Management will only involve itself in those situations where the behaviour in dispute is identifiably criminal or where the issues in dispute extend beyond the boundaries of Group activity.

Conduct of Group Meetings

- Experience has shown that a good way to maintain the interest of your Group is for your meetings to include:

- 1 to 1.5 hours hands-on with an instructor for each lathe who sets up and has a number of Members try various cutting techniques and operations to help overcome individual difficulties.

OR

- Half to 1 hour demonstration. Arrange a month ahead and publish a month ahead. (makes them keen to come) You may ask demonstrators from other Groups. They are usually pleased to be asked.
 - Show and Tell, this is an opportunity for Members to show their pieces, be they good or disastrous, receive criticism and suggestions.
 - 10 to 15 minute meeting. Announce relevant information from Executive Committee minutes. Discuss needs, procedures, and coming events. Remind Members of Weekend Workshops.
- Take a car load or two to another Group's meeting to see how they operate, and to make new acquaintances.
 - Try to involve as many of your Group as you can at your regular Group meetings and institute occasional Group visits to Member's home workshops. NOTE: A nominal door fee may be charged to cover refreshments and to save for equipment, tools etc for Group use.
 - Please feel free to contact Committee Members with any questions or suggestions.

Working With Children Check

Where a group has a Junior Member under instruction, the instructor or instructors of that Junior Member must hold a current Working with Children (WWC) check. This provision does not apply to members of the group to whom the Junior Member may be referred to for occasional advice or instruction. They are exempt from the requirement of holding a WWC check.

For the purposes of the WWC Act, instruction of Junior Members is covered by category number 12 within the categories of child related work.

Application forms may be obtained from any Post Office. Applications may be processed centrally, through the WAWA Registrar, or at group level, with fees being paid for by the individual or the group. Where the application is made through the group, it would usually be endorsed by the convener on behalf of WAWA. Whatever approach is followed, it is a requirement under the WWC Act that WAWA through its Registrar, maintains a list of all WWC holders.

Asset Disposal

Where a piece of WAWA-owned equipment or other item is no longer required by a Group, it may be disposed of as follows:

- Approval to dispose is given by the Committee of Management (cost should be specified);
- The piece of equipment or other item is offered in the first instance to other WAWA groups;
- If there is no interest, it may then be offered to members of the Group;
- If unwanted by group members, it may then be offered to all members of WAWA;
- If unwanted by WAWA members it may then be disposed of as the Group Committee determines.

Up to 2 weeks (14 days) days should be set aside for each stage in this process.

In the event of multiple interest, draw successful recipient from names in a hat.

*Travel Assistance****Assistance for country Group travel***

In recognition of country Groups' isolation and to help them receive the benefits of experienced wood turners skills, the COM offers them the opportunity to invite a recognised turner to visit. Fuel costs to a maximum of \$100 or a kilometre allowance consistent with the approved current rate are to be reimbursed by the Treasurer. This offer is limited to one a year per Group. Reimbursement will be at rates consistent with the WAWA travel policy at that time.

The Group is responsible for any other expenses incurred. The Group should initially pay the turner concerned, then put a claim in to the Treasurer.

The reverse applies should a city Group invite a country Group turner to visit.

This offer does not apply to weekend workshops.

Towing allowance – weekend workshops.

Persons towing trailers to and from weekend workshops may claim a towing allowance. This is reviewed annually by the COM and adjusted accordingly.

Safety Precautions

NOTE: this section contains information that should be known and followed by all members of the Association. Members should also familiarise themselves with WAWA's more detailed Health and Safety Handbook.

General Precautions

NOTE: These guidelines apply in all WAWA workshops and should be followed in your own workshop as well.

1. Eye protection, must be worn at all times i.e. goggles/safety glasses or full face shield.
NOTE: full face shield and leather apron should always be used when an Arbortec or wire buffs are used.
2. Gloves are not recommended for general use.
3. No loose or torn clothing should be worn.
4. Long hair must be tied back.
5. Use a suitable respiratory protection for the dust being produced.
6. Protect against hearing loss, by using ear defenders or ear plugs.
7. Enclosed footwear must be worn (No bare feet or thongs).
8. Use adequate number of people to lift heavy machines.
9. Ensure electrical outlets in use are covered by earth leakage units (RCD's)
10. Use of extension leads should be avoided where possible.
11. All machines including 'home made' units must be fully guarded in pulley areas. This guide line must be adhered to, if insurance is to be applied to the machines and you.
12. Chain saws, when used in Group or Association activities, may only be operated by an accredited licence holder, in a designated area. All non-essential personnel should remain outside the designated area.

The Safety Officer of the day has the authority of the Host Group Organising Committee and the Association's Committee of Management to STOP any demonstration where persistent breaches of safety occur.

Lathe Safety Guidelines

1. Safe effective use of wood lathes requires study and knowledge of procedures for using this tool. Read and thoroughly understand the label warnings on the lathe and in the owner's/operators manual.
2. Always wear safety goggles or safety glasses that include side protectors and a full face shield when needed. Wood dust can be harmful to your respiratory system. Use a dust mask or helmet and proper ventilation (dust collector system) in dusty conditions. Wear hearing protection during extended periods of operation.
3. Tie back long hair, do not wear gloves, loose clothing, jewellery or any dangling objects that may catch in rotating parts or accessories.
4. Check the owner/operator's manual for proper speed recommendations. Use slower speeds for larger diameter or rough pieces and increased speed for smaller diameters and pieces that are balanced. If the lathe is shaking or vibrating, lower the speed. If the work piece vibrates, always stop the machine to check the reason.
5. Make certain that the belt guard or cover is in place. Check that all clamping devices (locks) such as the tailstock and toolrest are tight.
6. Rotate your work piece by hand to make sure it clears the toolrest and bed, before turning the lathe 'on'. Be sure that the work piece turns freely and is firmly mounted. It is always safest to turn the lathe 'OFF' before adjusting the toolrest.
7. Exercise caution when using stock with cracks, splits, checks, bark, knots, irregular shapes or protuberances.
8. Hold turning tools securely on the toolrest and hold the tool in a controlled but comfortable manner. Always use a slower speed when starting until the work piece is balanced. This helps the possibility of an unbalanced piece jumping out of the lathe and striking the operator.
9. When running the lathe in reverse, it is possible for a chuck or faceplate to unscrew unless it is securely tightened on the lathe spindle.
10. Know your capabilities and limits. An experienced woodturner may be capable of techniques and procedures not recommended for inexperienced turners.
11. When using a faceplate, be certain that the workpiece is solidly mounted. When turning between centres, be certain that the workpiece is secure.
12. Always remove the toolrest before sanding or polishing operations.
13. Don't over reach, keep proper footing and balance at all times.
14. Keep the lathe in good repair. Check for damaged parts, alignment, binding of moving parts and other conditions that may effect its operation.

15. Keep tools sharp and clean for better and safer performance. Don't force a dull tool. Don't use a tool for a purpose not intended. Do not leave tools on the lathe bed. Keep tools out of the reach of children.
16. Consider your work environment. Don't use a lathe in damp or wet locations. Do not use in presence of inflammable liquids or gasses. Keep work area well lit. Adopt extreme caution when using flammable liquids and gasses in proximity to the lathe.
17. Stay alert. Watch what you are doing, use common sense. Don't operate tools when you are tired or under the influence of drugs or alcohol.
18. Guard against electric shock. Inspect electric cords for damage. Avoid the use of extension cords.
19. Remove chuck keys and adjusting wrenches. Form a habit of checking these before switching on the lathe.
20. Never leave the lathe running unattended. Turn the power off. Don't leave the lathe until it comes to a complete stop.

Demonstrations

Shopping centres, shows, etc

Follow previous safety requirements in addition to:

1. Ensure observers are at a safe distance, use safety screen.
2. Timber contains no loose bark, splits or loose knots, or is unbalanced.
3. The correct spindle speed is selected.
4. Paper towelling, not cloth, is used for finishing when the lathe is running.
5. A copy of WAWA's Certificate of Currency (Public Liability), obtainable from the Secretary, is available to be shown on request.

Group Meetings

All of the above safety provisions apply in addition to:

1. Convenors ensure that all demonstrators are aware of all safety rules and that they comply with them.
2. If it is not possible to meet all safety requirements, the exceptions should be allowed only after consultation with the safety advisor.
3. Demonstrators inviting a member to participate in 'hands on' must make that member aware of safety rules. Members not complying with the rules will not be permitted to use the machines.
4. Members wishing to participate in 'hands on' should preferably have their own safety accessories, use full face mask, provided by WAWA or items from another source with the demonstrator's permission.
5. First aid kit should be available, in case of accidents.

Weekend workshops

All safety aspects mentioned above apply.

1. First aid kit kept at reception desk.
2. Ladies using power for craft or other purposes to have earth leakage (RCD) units installed in position for them.
3. Kitchen – check urn cord serviceability. Keep cords clear of hot urns. Earth leakage units must be used for all urns.
4. Power cords to be heavy duty for all portable machines. Where possible, plugs and sockets to be of clear plastic for easy inspection. Earth wire is green and yellow. Appliances which are double insulated are not to be earthed. They are encased in plastic not metal.
5. Power cables are not to be placed where people can walk over them nor should they be placed through a window or doorway.
6. Grinders are to be bolted or clamped to a bench or stand. Visors are to be in place and be clean and serviceable.

Association Weekend Workshops

- When your Group is scheduled to host a weekend workshop meeting, form a sub committee well beforehand (say four to five months ahead). Send your program to the editor for publication in the Newsletter, at least two months ahead of the event.
- Be sure to involve as many of your Group possible in running it. You will need their support. Where possible allot specific roles and duties to named Members. Have a small reserve of helpers to call on in an emergency.
- Reception desk and light refreshments: Where possible, use your Group Members.
- Contact Association co-ordinators for assistance if required.

Notes relating to financing of weekend workshops.

1. It is the policy of the Committee of Management that weekend workshops should 'break even' over the year. i.e. income should cover all expenses incurred. No two venues are the same, and rental of premises can be the most expensive item. As some venues in public, i.e. schools are made available on a donation basis, the use of these less expensive facilities, help balance the cost of more expensive halls.

The other unknown factor is how many Members will attend. The Association policy is that it underwrites the expenses of the weekend workshops, but this does not give the Groups an 'open cheque'. However, it allows the Group to proceed with the organising of the workshop without the worry of a financial cost to the Group. All approved cash outlays by the host Group are to be receipted and will be reimbursed by the Treasurer.

Approved expenses include:-

- Venue hire – for any bond or deposit, contact the Treasurer.
- Timber and other materials.
- Stationery, phone, postage, printing.
- Kitchen requirements i.e. refreshments.
- Demonstrator reimbursement (preparation costs) – a maximum of \$50 per demonstrator to a maximum of four (4) demonstrator equivalents (\$200).

2. If required, WAWA is prepared to reimburse persons towing the chuck wagon or other trailers. The distance submitted should be the actual kilometres travelled from the point the trailer is connected to the next workshop destination by the most direct route. Reimbursement will be at the rate determined by the Committee of Management. Claims for reimbursement may be obtained from the registration desk or from the Secretary or Treasurer. All claims must be forwarded to the Treasurer for payment.

3. Gifts for visiting speakers should be limited to non WAWA members and non commercial visiting speakers (i.e. those not promoting their own products) and normally to be paid for or donated by the host Group.
4. Visitors invited by Members are welcome at all times and are expected to pay a small fee to cover refreshments.

Local Group preparation for WAWA workshop meeting.

1. Weekend Co-ordinator is available for assistance. Do not hesitate to call if needed.
2. WAWA chuck wagon is generally taken home by the next host Group. Fuel subsidy is available from the Treasurer if needed (fuel subsidy is for travel from time of picking up trailer to delivery at next venue).
3. Chuck wagon contents: Check listing inside wagon. Ensure that all items are there and are put back before you hand the wagon on to the next host Group.
4. Reception desk: Staffed by Group. Must have one person with experience and at least two persons to assist for Saturday morning especially. Contact Co-ordinator for assistance to arrange helpers if needed. Duties of Reception Desk Staff are to be found on a separate page.
5. Appoint at least two hosts. Duties of hosts are to be found on a separate page.
6. Arrange for two members to set up and operate the video equipment. If they need advice on setting up they should make timely contact with the Weekend Coordinator who will make the necessary arrangements.
7. If required: Evening meal; advise requirements of Members in Newsletter.
8. Accommodation: Advise details in Newsletter.
9. Demonstrators, 'hands on' persons, show and tell presenter and competition assistant and other staff; draw from your own or other Groups.
10. Lathes, grinders, etc may be requested from other Groups.
11. Appoint a Safety Officer from your own Group, to work in conjunction with WAWA Safety Officer.
12. Safety Officer to ensure that the demonstrators and the audience are complying with safety regulations.
13. Hands-on: Ensure that persons rostered are notified and made aware of safety. See safety guidelines. They should prepare timber for their rostered period.
14. Badges: At commencement of weekend's activities, Convenor to collect appropriate badges. These are kept with reception desk equipment. At end of workshop collect all badges and return to desk.
15. Convenor to send each demonstrator, assistant, evening entertainer, all co-ordinators and President a copy of the program with their part highlighted, a week before the workshop.

Checklist.

1. Find a suitable venue and negotiate for its use on the allotted dates and ensure that the following are addressed:
 - Adequate lighting, seating for up to 150 people (250 + if a celebrity turner is planned)
 - Adequate power for lathes, urns, grinders and other equipment.
 - Reasonable access for unloading lathes etc from trailers.
 - Adequate parking nearby.
 - An area for ladies' craft work.
 - Area for morning and afternoon teas.
 - Area for reception, with table and chairs.
2. Furniture – it may be necessary to hire some equipment.
3. Morning/afternoon teas – at least two tables plus two small tables for milk and sugar.
4. Show and tell – at least one table and possibly more. Check on the build up of items coming in on the day.
5. Competition – five tables (to accommodate Novice, Intermediate and Advanced as well as the Competition Coordinator and assistant, and the Association photographer).
6. Additional tables are needed for (1) trade suppliers and (2) library and video/DVD library.
7. Check venue for in-house cleaning equipment, if necessary bring some from home.
8. Investigate the possibility of advertising the workshop in the local newspaper or newsletter for your area, and advise that visitors will be welcome.
9. The equipment for the chuck wagon is listed. The wagon should be in the possession of the Group hosting the workshop well before the date of the weekend.
10. The chuck wagon has a 50mm towball and a 6/7 pin electrical connection converter.
11. Ensure chuck wagon is roadworthy.
12. Check tyre pressures (44 psi painted on wagon) lighting system and fire extinguisher.
13. Check contents and make sure what comes out, goes back. Where possible a representative of the next host Group should be present.
14. Chuck wagon and keys – each Group has a set and another set should travel with each wagon.

15. WAWA road signs – 3 to be put out early each workshop day.
16. On the day before the event, collect the keys to the building and learn how to operate hall security systems, where main switchboard is located (should not be locked) air conditioning, heating and kitchen facilities. Collect hire invoices and present to Treasurer.
17. Light refreshment requisites – tea towels, table cloths etc, to be given to next host Group for laundering.
18. Reception desk requisites – (chuck wagon container #18) Convenor to liaise with the 3 persons from the Group to operate the reception desk.
19. Prizes – four main prizes for the competition are organised by the competition co-ordinator and consist of cash in envelopes. The Treasurer will arrange the cash envelopes and pass on to the Competition Coordinator.
20. Trade supplier. Arrange if required.
21. Light refreshments – kitchen co-ordinator to liaise between Group persons and co-ordinator for morning and afternoon teas or general help needed.
22. Cool drinks for sale – supplied by host Group at own expense. Profits to Group.
23. Tea/coffee, sugar, milk – arranged by kitchen co-ordinator.
24. Cakes, biscuits etc – Members bring a plate please.
25. Alternate program – endeavour to arrange a craft demonstration or outing for the ladies. Consult with ladies from your own Group.
26. MC – appoint a MC who is capable of making the announcements and keep the show running on time or as near as possible.
27. Show and tell – Convenor to nominate a show and tell presenter/assistant from own Group. Try to include them in the publicised program.
28. Arrange for Group Members to clean up the demonstration area between each display.
29. Where relevant -- Saturday evening meal – arrange if required. Entertainment – guest speaker, quiz, sing along etc organised by host Group.
30. Where relevant -- Home stay/local accommodation – Convenor's responsibility to organise and include details in program for publication in the newsletter.

Guidelines for the MC at Weekend Workshops

1. M.C. to receive own badge from reception desk.
2. Confer with organiser regarding PA system and microphones.
3. Enquire if there is a First Aid person in attendance (for you to know and announce)
4. Program to run to schedule.
5. Announce each event. Microphone must be used.
6. Refer to program frequently.
7. Introduce each demonstrator, speaker or president.
8. Announce all food breaks and where lunches may be purchased
9. Welcome Members and visitors.
10. Request all Members to 'sign in', collect and use voting slips.
11. Advise location of toilets.
12. Cool drinks (if available).
13. If the safety adviser is attending, ask if he wishes to speak on safety matters. If not, then advise on location of fire extinguishers.
14. Competition pieces to be referred to the competition organiser.
15. Show and tell items to be referred to nominated person.
16. Competition entries close and voting times to be announced.
17. Announce any alternate activities e.g. craft, demonstrations or outings. Bookings at reception desk.
18. Remind Members to vote for competition items.
19. Introduce the competition organiser to present the results.
20. President's forum – introduce President.
21. Show and tell – introduce the presenter.
22. Introduce the Convenor who will thank all assistants and close the meeting.
23. All help to pack up, clean and load wagons.

Duties of Hosts

The primary duty of hosts is that of public relations. They should make themselves available at all times to pursue this role. The following special points must be observed to ensure that visitors, new members and partners feel welcome.

1. Upon arrival make themselves known to the persons at the reception desk and obtain a 'Host' badge.
2. Wear the 'Host' badge at all times during the workshop.
3. Keep the reception desk personnel informed of their whereabouts as much as possible.
4. Conduct visitors and new members around the workshop venue.
5. Check, periodically with the reception desk to see if any visitors or new members have arrived.
6. Notify the M.C. of any visitor's names so they may be publicly acknowledged.
7. Show visitors and new members the program arranged for the weekend.
8. Inquire of visitors how they came to visit and offer to find an acquaintance if visitors were told of the workshop by an Associate Member.
9. Explain all aspects of a workshop and answer any questions raised.
10. Explain to visitors, new members and their partners of the ladies program and direct the ladies to these functions if they want to attend.
11. Introduce new members and visitors to other woodturners attending the workshop.
12. At the end of the workshop return the 'Host' badge to the reception desk.

Reception Desk Duties¶¶

There is a co-ordinator, should you need help contact the weekend workshop organiser.

Items in Reception Box

- Cash Box
- Registration book and biro
- Voting slips, pens, scissors, badges.
- Sticky tape, drawing pins, name tape.
- Handbook (refer to this if in doubt about anything)
- Membership enrolment forms
- Scribble pad and First Aid box
- Cash return forms for Treasurer

NOTE: Charges are Members \$5.00, Juniors \$2.50. Associates NIL, Visitors \$2.00, Demonstrators, Judges and Life Members NIL.

1. Place registration book on table.
2. Have Members sign the attendance book.
3. Have Associates sign the attendance book.
4. Have visitors sign the Associates attendance book and place a 'V' against their name.
5. Issue voting slips to Members and Associates.
6. Notify Competition Coordinator of any voting slip shortages.
7. Offer visitors a name tape and introduce them to a host or hostess.
8. Pass any suggestions to the Committee of Management.
9. If requested, collect money for meals.
10. Take names and payment for any outings.
11. Reimburse receipts for kitchen requirements for the weekend.
12. Do not make any other payments unless directed by the Treasurer.
13. At the end of each workshop, prepare the money for banking as soon as possible in the following week; send form to the Treasurer.
14. The metal cash box must be retained and packed in the reception desk box.
15. Rule up at least 3 pages in each book ready for the next workshop.
16. At the close of the workshop, pack all items in the reception desk box ready for loading in the chuck wagon.
17. Refer prospective members to Membership Registrar if available.

NOTE: If you have to leave the desk at any time, and there is no person to take over, then take any cash with you.

Catering Arrangements for Weekend Workshops

1. It is the responsibility of the Convenor of the host Group to arrange with an Associate of that Group to take charge of the catering for the weekend.
2. On the arrival of the chuck wagon on Saturday morning, it is suggested that one of the men who are detailed to unload same, also fill up and switch on each urn. As the urns use a lot of power, try to have each urn plugged into a separate circuit, to help prevent possible overload causing the load to trip.
NOTE: One earth leakage unit is to be used per urn.
3. If required, preparation of the evening meal and setting up the tables is the responsibility of the Group concerned. All heating appliances to be switched off after tea on Saturday and urns refilled ready for use on Sunday - if required.
4. At the conclusion, all crockery etc to be packed in correct containers ready for loading into the chuck wagon.
5. Soiled tea towels and table cloths are to be given to the next organising Group for laundering.
6. It is the responsibility of the Convenor to see the kitchen etc is left clean and tidy.
7. At least 10 litres of milk is to be purchased for Saturday (money will be refunded). Extra milk may be needed for Sunday as indicated by Saturdays' attendance.

CHUCK WAGON CONTENTS*

Lockable Tradesman Trailer Reg # 1THF 047 (1993)

2	30 litre Urns	Box 18	Reception Desk Equipment		Face masks, ear plugs, Disposable masks
1	20 litre Urn	1	White board	5 pairs	Safety glasses
2	Tea Pots	4	Road signs	1 pair	Ear muffs
4	Stainless Steel Jugs	1	Dust pan and brush		
1	Electric Kettle	1	Victor Garden Vacuum		
160	Cups				
3	Plastic Buckets	1	Lathe adaptor, 30mm, 1" 10TPI		
1	Chopping Board	1	Live Centre		
2	Serving Trays (plastic)	1	Ryobi Bench Grinder		
2	Table Cloths	2	Clamps		
	Tea Towels	2	Hologen Lights		
	Cleaning Equipment	4	Halogen Light Poles		
	Serving Utensils	3	Earth Leakage Units		
1	Frist Aid Box (small)	4	Lathe Wedges		
1	Frist Aid Box (steel, large)	1	Clock		

*Contents are subject to ongoing review and change may be expected.

WAWA VIDEO TRAILER***

Trailer Reg # 1TBD 370 (1999 refurbished 2005)

3	Panasonic Video Camera's	1	Soldering Iron (tool box)	15	Power Cords (orange)
1	Canon Video Camera	1	Pair pliers (tool box)	3	Power Cords (black)
2	Video Recorders	1	Multimeter (tool box)	14	Power Cords (white)
2	51cmTV's Akai	3	Spot Lights	1	Power Board (6 outlets)
2	51cm TV Monitors Centrex	2	Light Stands	1	Power Board (8 outlets)
1	34cm TV Akai	2	Speakers	5	Power Board (4 outlets)
1	34cm TV Mitsubishi	2	Speaker Stands	4	Earth Leakage Units
1	Video Monitor	1	Phillips Amplifier	7	Antennae Cables
1	Camera Tripod	1	Microphone Stand	2	Speaker Cables
2	Camera Tripods (steel)	1	Head Set		
4	TV stands (16 uprights)	3	Radio Microphone Receivers	2	Hand held Radio Microphones
4	TV carrying Boxes	1	Power Lead (grey)		

**Contents are subject to ongoing review and change may be expected.

WAWA Competitions

General Provisions

The WAWA competitions cover a number of divisions.

- (1) The first is the *monthly competition in 3 categories*: Novice, Intermediate and Advanced.
These are awarded points and certificates for 1st, 2nd and 3rd places.
- (2) Next is the *Popular vote*, where Members present vote according to their own judgement. Certificates are presented for 1st, 2nd and 3rd places.
- (3) Then there is the *Open competition* (also known as Keith Stout Memorial Trophy) where the three categories are made into one overall category and the judges of the day select 1st, 2nd and 3rd place getters.

Rules and procedures for Weekend Workshop Competitions

1. The competitions will run from September to August. The presentation of awards will take place at the September Annual General Meeting.
2. Each Member may enter one item per competition in his/her respective category. Multiple objects (e.g. a pair) will constitute one item.
3. Any item being entered must not have been judged at any prior Association workshop. Items judged at Group level are deemed to be not previously judged and vice-versa.
4. All items will be made to the specifications for that particular competition. Any item not conforming will lose marks from the marks allocated to design criteria .
5. Any item entered must be that Member's own work.
6. All items must be entered by 10.00 am on the day of the workshop. Late entries will not be accepted.
7. Items to be judged will not have any person's name visible.
8. All items to be judged will be ticketed with the category and entry number e.g. N5, I3, A7 and displayed in their appropriate places.
9. The host Group will ensure there is a suitable area to display competition items with the appropriate category markers in place.
10. A minimum of two judges will be selected by WAWA at least one month prior to the competition. The judges selected must not have an item in the competition of the day. They will judge the entries, allocate the place getters and be finished by 2.00pm. The judges' decision is final.

11. Points scored are 7 for 1st place, 5 for 2nd place, 3 for 3rd place and 2 for 4th place. In addition, each competitor receives 1 points for entering a competition. First place also receives a cash prize, all places receive certificates.
12. When a competitor achieves three first placings or 21 points, he/she is automatically promoted to the next higher category. The first placings can be accumulated over a 3 year period. Promotion is subject to review by the Competition Committee.
13. A promoted Member takes enough competition earned points into the new category that will place him/her one point behind the person in 4th position in that category.
14. Any Member may self promote to any category, but may not demote.
15. The presentation of prizes will be conducted on the day of the workshop.
16. The competition co-ordinator will be permitted to enter competitions.

AGM Awards:-

- **Accumulated Points.** Novice, Intermediate, Advanced and Popular vote points accumulated during the year. 1st, 2nd and 3rd will all receive a trophy.
- **Keith Stout Memorial Trophy** is awarded for accumulated points in the Open category throughout the year. 1st receives the Perpetual Trophy plus a commemorative trophy to keep; 2nd and 3rd receive a small trophy.
- **President's Trophy** is an Open Competition judged at the annual Wood Show presented to the best turned item in the competition, but has not been previously judged at a WAWA competition. 1st receives a cash prize, the Perpetual Trophy plus a commemorative trophy to keep; 2nd and 3rd receive a cash prize.

Annual Competition Schedule

The Annual Competition cycle is a core element in WAWA's activities and is intended to showcase, recognise and reward high-quality turning while at the same time improving the quality and range of turning overall. The competition schedule is run in conjunction with WAWA's monthly workshop cycle hosted by its Groups

The schedule of items selected for inclusion within the annual cycle is developed by Groups in discussion with the Competition Coordinator. All Groups are expected to contribute to this process

Timeline for Developing the Annual Competition Schedule

	Deadline date	Event
1	April Workshop	Request for Groups to submit competition items
2	June Workshop	Circulation by Competition Committee of draft list to Groups for comment and/or modification
4	July Workshop	Groups' submission of modified lists to Competition Committee for finalising
5	August Workshop	Notification to members of the Competition Schedule for the coming year -- that is, for the period September-August
6	September	Publication of the Competition Schedule in the WAWA Newsletter

*WAWA Competition Guidelines***Types of Competition Items**

Competition items are divided into four types, with different score weighting for the judging criteria. Most items would be in the 'general' group (for want of a better term). A few competitions would be 'Artistic' where creativity is given a higher weighting. 'Measurement' competitions are based on provided drawings where the accuracy of achieving these measurements is the priority. The Wood Show competition is 'Open' where again creativity is encouraged and scored the same as 'Artistic'.

Scoring

Points allocation for the judging criteria and competition types is as follows:

	Type of Competition Item		
	General	Artistic or Open	Measurement
Turning	30	25	25
Finishing	30	20	20
Originality/Design/ Timber	20	25	5
Difficulty	20	20	0
Measurements	0	0	50
Total	100	100	100

The following is a guide to judges in allocating points for a particular item in each criteria:

- Less than 50% Poor, not up to competition standard
- 50% - 65% Average, several noticeable defects
- 65% - 80% Good, several minor defects
- 80% - 95% Excellent, minor defects in one or two aspects of criteria
- More than 95% Near Perfect in all aspects of criteria

General considerations

- Scores are the average of the two judges. In the case of a dead heat or an obvious serious difference in marks, judges should compare notes, look at the item and where it varies in score, adjust the score if deemed appropriate.

- Judges should not enter that competition. However, judges will receive one 'participation' point for their individual accumulated points, and one point for their Group in the Group competition.
- Weekend Workshop Accumulated Points System

1st place	7
2nd place	5
3rd place	3
4th place	2
Participation	1

Guide to the Definitions of Turned Items

The Australian Woodturning Exhibition criteria listed below have been adopted for WAWA competitions:

- Bowl – the diameter is greater than the height, and the opening is more than 50% of the diameter.
- Vase – the height is greater than the maximum diameter.
- Platter – the height is a maximum of 10% of the diameter.
- Hollow vessel – maximum opening is less than 20% of the maximum diameter. If piece has been joined, the largest join will be considered to be the opening through which the piece has been hollowed.
- Natural edge – item with a naturally occurring edge (untooled and unsanded) on the majority of the rim of the piece.
- A lidded bowl would first satisfy the bowl criteria, but with a lid added. The lid would not be counted in the height.
- A lidded box could be any container with a lid

*Criteria for Judges of WAWA Competitions***Turning**

1. Tool Work: cleanness of cut, sharpness of corners, roundness of beads and coves, no visible tearout, continuity of line, and is change of continuity marked by a clear change in design?
2. The centre of bowls, platters, et cetera are to have no noticeable high or low points.
3. If items have joints, segmented, or laminated: are these well hidden? If obvious, are they designed to be unobtrusive? Alternately, do they look clean, tightly finished with no excessive glue lines or gaps, and does the grain and/or colour line up to match?
4. If the embellishment is carved, is the carving well-defined, balanced, and attractive?
5. Is the method of chucking evident, and is the base well finished?
6. Is the wall thickness even throughout where relevant?
7. With lidded boxes, the disruption of the grain between the lid and the box should not be evident. Lids on boxes are to be neat and fit well.
8. Burl Turning: the surface is to be cleaned with no non-natural chips.

Finishing

1. If sanded, is the finish smooth throughout?
2. Are there any scratch marks that are evident and affect the appearance?
3. How well executed is the final finish? There should be no brush marks, or orange peel of spray work and an absence of dust and foreign particles attached during the application or drying stages. The finished item should feel smooth and show no sign of runs.
4. Where the item has been textured or embellished, is it finished to the necessary quality?
5. Does the finish that has been selected show the item to best effect

Originality, Ingenuity of Design, and Selection of Timbers

1. Is the design original, unusual, unique, or otherwise standing out as being different?
2. If the design pleasing to the eye, with curves and lines flowing and appropriate?
3. Is the item proportional in all aspects?
4. Regardless of the species of wood, is the quality of the wood acceptable?
5. To what extent has timber grain, knots and other natural timber patterns been used to contribute to the overall effect?

6. If embellished, is the embellishment integral and complementary to the design?
7. If the item is segmented, is the contrast between the different timbers pleasing and complementary to the design?
8. If it is a functional item, does the design fit the purpose?

Difficulty and Complexity

[This category is based on the experience of the judges where they consider the difficulty in handling, chucking, turning and finishing.]

1. Has the item been turned off centre?
2. Has the item been turned with multiple chucking variations – i.e. inside/outside turning?
3. Can the judge determine the difficulties and intricacies of the chucking or other methods of holding the item?
4. Is the item segmented or laminated; and to what degree of difficulty?
5. Does the item demonstrate a high degree of skill in its execution?

Measurement

To calculate the allocation of points for measurements:

Start with 50 points

- Deduct 1 point for each measurement out by less than 0.5 mm
 - Deduct 2 points for each measurement more than 0.5 mm but less than 1mm out
 - Deduct 3 points for each measurement more than 1 mm but less than 1.5mm out
 - Deduct 4 points for each measurement more than 1.5 mm out
-

Guidelines for Displays at Shopping Centres, Shows and Fairs

These guidelines apply to all public displays and demonstrations on behalf of the Association and authorised by the Committee of Management. In that context the word 'Group' shall apply to any person or persons so authorised to display or demonstrate.

The principle objectives of any display or demonstration of woodturning are (1) the promotion of the art and craft of woodturning and (2) increasing the membership of the Woodturners Association of WA (Inc).

The Group is to:

- (a) Demonstrate the process of woodturning to the public
- (b) Display a variety of turned items and offer them for sale to the public (this may not apply in situations where the organisers do not desire or are not otherwise allowed to sell items).
- (c) Promote the art and craft of wood turning and encourage new membership of WAWA.

WAWA is to:

- (a) Support the Group by enabling it to operate under the name and authority of it being an incorporated body.
- (b) Hold insurance cover over the public operations of the Group for public liability and extend its insurance cover for personal injury to Members of the Group who attend public displays.
- (c) Authorise each separate display by minuting its approval in the Minute Book of the Committee of Management.
- (d) Ensure that satisfactory standards are observed in the material selected for display and sale.
- (e) Ensure that participants in displays exhibit a high standard of dress and deportment and interact appropriately with the public.

It is recognised by the Group and the Committee of Management that the proceeds of sale of any items shall be applied as follows:

1. Deduction of a percentage to be determined by the Committee of Management for the benefit of the Association to cover expenses, insurance, and other outgoings.
2. The balance of the proceeds is retained by the Association members who submitted the sold items.
3. After the event the Group will promptly forward the balance of funds to the Treasurer to offset Association costs such as insurance premiums PROVIDED

THAT the contributions to the Association shall not apply when the total sales do not exceed five hundred dollars (\$500.00)

Please Note:

- (1) Items submitted must be made by the financial members of the Association.
- (2) All items to be listed on forms specified by the Association.
- (3) All items to be identified and priced to correspond with the list.
- (4) Items not priced and identified will not be accepted.
- (5) Prices not to be altered after set-up.
- (6) All items to have at least 50% turning.
- (7) Insurance of items against loss or damage to be the responsibility of the owners.
- (8) Persons with items for sale must be prepared to give some time to the event as set out by the co-ordinator.
- (9) At shopping centres all items must be for sale except miniatures or other unique exhibition items which may be marked N.F.S.
- (10) A copy of the roster to be sent to all persons on the roster.
- (11) A copy of safety regulations will be available at the event.
- (12) Turners seeking advice with pricing of items should seek help from the Group. The list of items for sale, as specified in clause 2, and their prices must be supplied to the coordinator.
- (13) Association sign to be displayed if permitted by the property owner.
- (14) Application for membership forms to be available. Contact Membership Registrar if more needed. Fill in square on form indicating the event venue.
- (15) NO Member of the Woodturners Association of Western Australia (Inc) shall release any written matter such as posters, catalogues, etc without the authority of the Committee of Management.
- (16) All invitations to participate in exhibitions, craft fair, shopping centre, etc must be sent to the Secretary prior to the event for approval by the Committee of Management.
- (17) Members wishing to contribute items for sale etc should contact the organiser well in advance (at least 10 days) for sufficient time to prepare and distribute the roster.

Memo to Demonstrators at shopping centres, craft fairs and shows:

- (1) All safety precautions are to be observed, see Handbook section on safety.
- (2) Where practical demonstrations are to take place, all wood to be in the round, free from bark, knots and cracks, and 'green' if dust will be a problem.
- (3) All wood turned must be small, i.e. honey dippers, pens, perfume bottles, bud vases, egg cups, goblets etc. Completed items should be presented to members of the audience watching the demonstration.

- (4) Please spare a thought for those assistants looking after your sale items to keep them clean and presentable to the public by:
 - (a) Not allowing shavings to fly unnecessarily.
 - (b) Keeping dust to the minimum

Editorial Policies

The objects of the *Newsletter* shall be:

To assist in promoting and fostering the art of woodturning by:

- Publicising the conduct of meetings of Members of the Association.
- Initiating and encouraging discussion on the art of woodturning.
- Promoting and fostering the exchange of knowledge of the turning of wood grown in Western Australia in particular, and Australia and overseas generally.
- Publicising exhibitions, lectures, workshops and classes.

The Committee of Management shall appoint an Editor for the Newsletter, who shall have the prime responsibility for the content, layout, production and timing of the Newsletter. Initial appointment shall be for a period of up to two years, expiring at an Annual General Meeting. Appointments may be extended at the discretion of the Committee of Management.

1. The Committee of Management, in consultation with the Editor, may appoint a Technical Editor to assist the Editor with the technical content of the Newsletter.
2. Negotiations concerning the layout and content of regular commercial advertising material are to be conducted by the Editor in consultation with the Treasurer.
3. Advertisements of a non-commercial nature by Members relating to woodworking should be accepted and published where possible at the Editor's discretion.
4. Advertisements by non-members, and Members commercial advertising may be accepted and published at the Editor's discretion, in consultation with the Treasurer.
5. Letters to the Editor, reports and all articles are to be published at the discretion of the Editor. Letters are to be brief and to the point and the Editor may reduce extraneous content without altering the meaning or intent of the letter. Letters or other material containing offensive expressions or implied criticism of a person by name are not to be published, but returned to the author with an explanation as to why the material is not acceptable.
6. The Newsletter is to be managed in accordance with established budget limiting size and style, but the Committee of Management is open to consider proposals for change aimed at enhancing its attractiveness to Members. The Editor shall continue to publish standard features established over recent years, plus, where possible, Associates Corner, Group News, Technical Tips and Aspects.

Computer and Email Management Policy

Background

It is a requirement of the insurance cover that the Association has a computer management policy.

For the purpose of this policy, the term 'computer' will include other devices used to access the internet to use email accounts (eg tablets, mobile phones).

This policy addresses use by both (1) the WAWA Committee of Management and (2) WAWA Groups.

Management of computers and email accounts is separate but closely connected when email is downloaded onto a computer.

Email is now legally regarded as a record of communication or a transaction and must be readily accessible for audit purposes if the original document is required. Digital documents, including email, spreadsheets and databases, used for the business activities of a business or incorporated body are regarded as the 'original' and must be stored and preserved unless printed and preserved as hard copy.

Computers are the usual means of creating and storing digital documents. Tablets and smart phones are increasingly used to send and read email but generally the actual messages are not downloaded and stored on these devices. It is, however, sensible to use password security and protection software on such devices in the same way used to secure a computer.

Committee of Management

Email

The COM is heavily reliant on email to operate effectively and efficiently. Most COM positions with a specified role have an email account (eg president, secretary, treasurer, etc). The email account is passed on when another person assumes that role.

This policy addresses security and proper use of email accounts created as an instrument of communication for WAWA business and operational activities.

Security

1. User name: A user name will have "wawa" as part of the log in details, eg, wawapresident, wawa.newsletter. In managing an email account, it is usual for the new user to make changes to the account reflecting contact details and minor cosmetic changes.
2. Password: A password for an email account will contain a minimum of eight characters of which at least one will be a number, one a capital letter and one a symbol (eg #, \$, *, +). Names, phone numbers, birthdates, etc, should not be used.

3. Passwords and account information (secret questions, etc) should be recorded on paper with a copy going to the president or secretary. Do not store this information on a computer.
4. Security Software: Appropriate licences for security software will be purchased for all computers provided for COM members. The software will include a firewall, email scanning protection, website scanning and spam/scam filters.

Proper Use

An email account created for a WAWA operational activity should not be used for personal business.

Email etiquette should be observed when sending and forwarding messages:

- Use the Bcc facility when forwarding or sending a message to recipients who are not members of the COM and/or who are not members of the association.
- Delete other sender(s) data when forwarding a message, especially if the sender is not a member of WAWA.
- Be aware of the total file size of multiple attachments.

Computer Management

Several operational activities have been identified as being improved in efficiency and effectiveness by the use of computers. These include the secretary, treasurer, membership registrar, newsletter editor and competition coordinator (as at July 2016). A wireless modem has been purchased to facilitate remote attendance for COM meetings.

This policy addresses the required security and proper use of computers provided by WAWA for business and operational management.

1. A new computer will be initially configured with two administrator accounts, one being named "administrator" and the other named for the position of the user. Each account will have a different password which will be recorded on paper and a copy given to the president or secretary. Both accounts will have full administrator permissions.
2. Security software purchased by WAWA will be installed by the user. The user will be responsible for ensuring the software is updated and upgraded regularly.
3. Licences for Microsoft Office have been purchased by WAWA and will be administered by the secretary. The licences provide the full MS Office suite.
4. Other software may be required for specific purposes. For instance, the treasurer requires accounting software. A user should investigate the availability of open source software and consult with the COM before downloading and installing such software. Licensed software may be bought on endorsement by the COM.
5. The choice of email client is open to the user. MS Outlook is part of the Office suite. Mozilla Thunderbird is a highly reputable open source option. A user may opt to use email only via web mail.

6. The choice of web browser is open to the user. It is recommended that at least two browsers be installed on all computers.
7. ALL data files will be backed up on a regular basis onto a portable hard drive or a suitable USB drive. A USB thumb drive should not be left plugged in to a computer as this will significantly shorten its usable life.
8. A COM member or appointee issued with a WAWA computer shall not permit or enable use of that computer by persons not authorised by the COM. If a WAWA computer requires professional attention, the COM must be notified of the circumstances leading to this.
9. A WAWA computer shall not be used for personal business. This includes internet banking, online purchases and creating personal accounts at special interest websites.
10. A WAWA computer shall not be used for downloading pirated or other illegal software, music, videos or other improper material.
11. A computer hard drive will be wiped of all data files and licensed software prior to disposal. Use of file-shredder software is recommended.

Groups

Email

Some Groups have established an email account for general contact and Group administration. The policy for Security and Proper Use of an email account used by a Group is the same as applies to the Committee of Management. The exception is the choice of user name for the email address (eg mandurahwoodturners@gmail.com).

1. Password: A password for an email account will contain a minimum of eight characters of which at least one will be a number, one a capital letter and one a symbol (eg #, \$, *, +). Names, phone numbers, birthdates, etc, should not be used.
2. Passwords and account information (secret questions, etc) should be recorded on paper with a copy going to the convenor or secretary of the Group. Do not store this information on a computer.
3. Security Software: Appropriate licences for security software will be purchased by the Group for all computers provided for Group members. The software will include a firewall, email scanning protection, website scanning and spam/scam filters.

Proper Use

An email account created for a WAWA Group operational activity should not be used for personal business.

Email etiquette should be observed when sending and forwarding messages:

- Use the Bcc facility when forwarding or sending a message to recipients who are not members of the COM and/or who are not members of the association.

- Delete other sender(s) data when forwarding a message, especially if the sender is not a member of WAWA.
- Be aware of the total file size of multiple attachments.

Computer Management

A computer, whether a personal computer (desk top or lap top) or an iPad, bought by a Group for the administration of the group and given into custody of an office bearer should be treated as the property of the Group and of WAWA.

1. It not recommended that second hand computers be used unless the hard drive has been wiped and reformatted.
2. A new computer should be initially configured with two administrator accounts, one being named "administrator" and the other named for the position of the user. Each account will have a different password which will be recorded on paper and a copy given to the president or secretary of the Group. Both accounts will have full administrator permissions.
3. Security software purchased by the Group should be installed by the user. The user will be responsible for ensuring the software is updated and upgraded regularly.
4. The choice of application software is up to the Group. Reputable open source (free) software is available that should meet the basic requirements for text documents, spreadsheets, databases and presentations. A user must seek endorsement of the Group committee to download and install any other type of software onto a Group computer.
5. The choice of web browser is open to the user. It is recommended that at least two browsers be installed on all computers.
6. ALL data files, including Group email, will be backed up on a regular basis onto a portable hard drive or a suitable USB drive. A USB thumb drive should not be left plugged in to a computer as this will significantly shorten its usable life.
7. If a member's own computer is being used for administrative purposes, such as for meetings, the Group should provide a back-up device for storage of the Group's data files.
8. A member or appointee issued with a Group computer shall not permit or enable use of that computer by persons not authorised by the Group committee. If a Group computer requires professional attention, the Group committee must be notified of the circumstances leading to this.
9. A Group computer shall not be used for personal business. This includes internet banking, online purchases and creating personal accounts at special interest websites.
10. A Group computer shall not be used for downloading pirated or other illegal software, music, videos or other improper material.
11. A Group computer hard drive will be wiped of all data files and licensed software prior to disposal. Use of file-shredder software is recommended.

Policy Relating to Elections

President and Committee of Management Positions

1. The Committee of Management shall at its first meeting following the Annual General Meeting appoint a person to act as Returning Officer for any election.
2. The Returning Officer shall give notice of the Annual Election in the June publication of the Association Newsletter.
3. Nominations for any position to become vacant, shall be in the appropriate form (to be included in the June Newsletter and also available from the Returning Officer) and close with the Returning Officer on 31 July.
4. The Election shall take place at the Annual General Meeting in accordance with the procedure defined by the Returning Officer.
5. If the number of nominations is equal to the number of vacancies, at the close of nominations, the Returning Officer shall declare the persons elected to the positions for which they nominated.
6. If the number of nominations is less than the number of vacancies, at the close of nominations, the Returning Officer shall declare the persons elected to the positions for which they nominated.
7. If the number of nominations is more than the number of vacancies, the Returning Officer shall draw lots for the position on the ballot paper and publish in the August newsletter of the Association, the procedure for voting at the Annual General Meeting
8. The Returning Officer shall be empowered:-
 - 8.1. To arrange for the distribution of ballot papers, conduct of the poll, the count, admission of scrutineers and all other matters pertaining to the election.
 - 8.2. Where necessary, because of equality of votes for one or more candidates, to draw lots to determine who is elected.
9. The Returning Officer shall report to the Annual General Meeting as to the result of the annual election for which he is appointed.

Group Elections

1. The convenor of a Group will be elected annually at the Group AGM. It is open to Groups to elect the secretary and treasurer.
2. Groups may use the same procedure as for the election of the COM, in which case the Returning Officer will not be a person nominating for a position on the Group's committee.
3. Groups may accept nominations from the floor at the AGM and elect and/or endorse positions by a show of hands.

4. Groups must advise the COM of the make up of their committee within 30 days of the Group AGM. Name, member number, phone and email details should be included in the notice and directed to the WAWA Secretary.
5. If a convenor stands down during the term of office and the Group has a deputy convenor, that person may take up the vacated position. If there is no deputy convenor then the position must be filled by electing another convenor for the remainder of the term.
6. Vacancies occurring in all other committee positions may be filled by co-opting a willing volunteer until the next Group AGM.

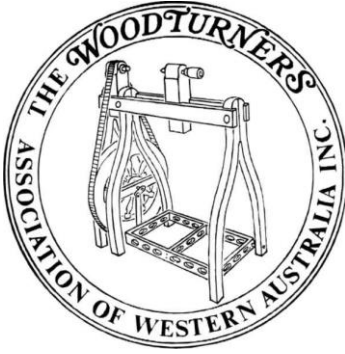
Policy on Visiting National and International Turners

1. Any demonstration/workshop featuring international, national or other turners of note, being sponsored by the Association shall be a 'special' workshop. If circumstances permit and a country visit(s) is envisaged, 'Groups' concerned may have to change their programs if they wish to participate.
2. All arrangements shall be made by a sub-committee appointed by the Committee of Management. No video may be produced without the prior approval of the demonstrator.
3. Special workshops are not to exceed two per year. This provision does not exclude any exceptional opportunities.
4. Special workshops should be planned well in advance to (1) allow advertising through the Newsletter and (2) facilitate registration and payment in advance. Where necessary, and to allow for comfortable accommodation at the venue, attendance numbers may be restricted.
5. If acceptable to the demonstrating visitor, master classes be offered on the basis of application and payment, with registration and lots be drawn if necessary for attendance which will be limited to 8–10 persons, depending on the visitor.
6. As far as possible, the venue is to be financially self supporting for plenary sessions, and absolutely so for master classes, which are to bear a share of the travelling and other expenses on an ad valorem basis.
7. Likely visiting demonstrators are to have ABN (Australian Business Number) and Public Liability Insurance unless the Committee of Management in its absolute discretion decides otherwise. If the demonstrator issues the Committee of Management with a 'Statement by a Supplier' certifying that he/she is not in business and that this is a hobby, the Association is absolved from the necessity of withholding 48.5% taxation, which is the usual situation if one has no ABN.
8. When deciding upon each visit, a budget of income and expenditure shall be prepared, and if necessary, consideration be given by the Committee of Management of any need for a contribution from the Event Reserve.
9. The sub-committee shall investigate the possibility of sponsorship and other means of sharing the expenses, particularly those relating to travel by air.
10. This policy be reviewed annually.

Appendix 1 – forms

When complete, this section will contain forms for each of the following:

- *Membership*
- *Expense Claims*
- *Accident Report*
- *Equipment Repair/Damage Report*
- *Election/Appointment of Incoming Officers*



*THE WOODTURNERS
ASSOCIATION OF
WESTERN AUSTRALIA INC*

EXPENSE CLAIM FORM

Claim by: **Date**

I wish to claim for the following items purchased for / supplied to (Please attach receipts)

Postage \$ _____

Printing, stationery, photocopying \$ _____

Telephone calls (include details) \$ _____

Towing trailer (from to
..... km @ 40c/km) \$ _____

Travelling (reason)
..... \$ _____

Workshop catering expenses \$ _____

Workshops (prizes*, judges*, demonstrations* – *delete as applicable) \$ _____

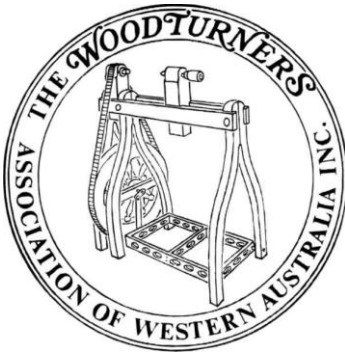
Other (detail) \$ _____

TOTAL OF CLAIM \$ _____

Paid Cheque No. Date.....

Hand or post to the Treasurer

Norm Hoskin
28 Antelope Turn
Dalyellup, 6230
norm953@bigpond.com



*THE WOODTURNERS
ASSOCIATION OF
WESTERN AUSTRALIA INC*

**ELECTION OF OFFICE BEARERS 2019-2020
NOMINATION FORM**

I Membership No.....
(Nominating Member's Name)

Wish to nominate

..... Membership No.....
(Name of proposed office bearer)

To be elected to the office of **PRESIDENT* COMMITTEE MEMBER***
*Cross out whichever does not apply

At the election to be held on Saturday 15 September 2019

I second the Nomination

Name of seconder.....Membership No.....

..... (Signature of Seconder)

I, the undersigned, hereby declare I am not an undischarged bankrupt and do not have a criminal conviction for an offence involving fraud or dishonesty as described in section 39(1) of the Associations Incorporation Act 2015.
I accept the nomination and agree to serve if elected.

.....
(Signature of proposed Office-Bearer)

Date.....

**NOMINATIONS CLOSE WITH THE RETURNING OFFICER at 5.00 pm on
31 July 2019**

**NOTE: I will accept Nominations Forms by Email provided they have
been validly executed.**

Returning Officer: Rod Cocks 25 Valle Court, Wandi WA 6167

Email:- crafftimports@iinet.net.au