



**Australian
Men's Shed
Association**

SHOULDER TO SHOULDER

**Rules of Membership
to the Australian Men's Shed Association
By-Laws for AMSA Men's Shed Members**

February 2021

Our Vision

Australian men have the opportunity to improve their health and wellbeing through participation in the Men's Shed movement.

Our Mission

To advance an effective Men's Shed movement – strengthening communities and bringing men together to facilitate positive lifestyle choices and outcomes.

Our Pillars

Shed support | We provide Men's Sheds with resources and programs to support the practical operations of the Men's Shed, as well as facilitating skills, knowledge and networks to enable those Men's Sheds to thrive.

Advocacy | We act as a national voice and speak publicly on issues that affect and/or promote the interests of shedders, member Men's Sheds and the Men's Shed movement – in government, corporate Australia and the wider community.

Men's health | We form partnerships and deliver programs to enable positive health and wellbeing outcomes for men.

Community | We foster a safe, caring and connected spirit to ensure Men's Sheds are thriving, vibrant and inclusive community hubs.

1. Introduction

The Australian Men's Shed Association (AMSA) Rules of Membership define the eligibility and criteria of membership to the Association by setting standards to protect the brand of Men's Sheds and the goodwill of the organisation. They also determine the obligations of members to retain membership while allowing Men's Sheds to remain independent within their operations.

- 1.1. Supplementary to the AMSA Constitution, the purpose of this By-Law is to govern the eligibility criteria and the terms and conditions for membership of AMSA.
- 1.2. The Board is responsible for the governance of AMSA and determining eligibility for and conditions of membership. The Board has approved this By-Law as an important document for the unification of the Men's Shed Movement and for AMSA maintaining a high standing within the community.

2. Membership Structure

- 2.1. There are two distinct categories of membership to AMSA:
 - a) AMSA Men's Shed Members; and
 - b) AMSA State Association Members.

AMSA Men's Shed Members and AMSA State Association Members are each required to meet separate eligibility requirements for admission to and ongoing membership with AMSA.

- 2.2. Non Men's Shed subscribers: are organisations that wish to subscribe to AMSA services that do not qualify for membership to the AMSA.

3. Eligibility - AMSA Men's Shed Members

AMSA may admit to membership an organisation in the Men's Shed category of membership which:

- a) Is an incorporated Association in accordance with the relevant State or Federal legislations which operates a Men's Shed;
- b) Has applied for membership and been accepted by the AMSA Board as Members of the Association and paid any Subscription Fee due as set by the Board;
- c) Is a community-based, non-profit, non-commercial organisation that is accessible to all men¹ and whose primary activity is the provision of a safe and friendly environment where men are able to work on meaningful projects at their own pace in their own time in the company of other men or such other criteria as determined from by the Board time to time;
- d) Are insured by AMSA insurance or another insurer approved by the Australian Prudential Regulation Authority (APRA) in respect of Public & Products Liability, Voluntary Workers Personal Accident, Association Liability & Property Insurance;
- e) Has as a major objective of the advancement of the health and welfare of its Members;
- f) Agrees to observe and comply with the AMSA Constitution and any By-Laws, rules and other conventions of AMSA as adopted or amended from time to time;
- g) Does not have illegal aims, objectives or practices;
- h) Is not disrespectful or harmful to other people or sections of the community;
- i) Does not discriminate against membership on the basis of race, creed, sexual preference or age;
- j) Is not aimed primarily at promoting particular political or religious views or practices;
- k) Does not have a name that is similar to an existing AMSA Men's Shed Member in the same local geographical location;
- l) Has a primary purpose that is not becoming or assisting the development of a Men's Shed as defined above;
- m) Is not a Men's Shed in name only and is not intent on becoming a Men's Shed as defined, or if its priority of operation as a Men's Shed is secondary to other purposes²
- n) Is committed to workplace safety and the safety of its members and public; and
- o) Has dispute resolution and disciplinary arrangements for members and the processes to be followed.

¹ Upon application, AMSA may admit to membership a Men's Shed, which conforms to the above definition in all respects, notwithstanding that its membership is restricted to Aboriginal or Torres Strait Islander members for cultural purposes, or restricted to residents of private facilities such as Aged Care and Residential Care facilities.

² This provision will not apply where an auspicing or sponsoring organisation may have a number of projects of which the Men's Shed is one such project.

4. Ongoing conditions of membership - AMSA Men's Shed Members

In addition to continuing to meet the eligibility requirements for membership, an AMSA Men's Shed Member must satisfy the following as conditions of membership with AMSA:

- a) Ensure its governing documents are consistent with the aims and purpose of the AMSA
- b) Maintain a current insurance policy with AMSA insurance or another insurance provider approved by APRA in respect of Public & Products Liability, Voluntary Workers Personal Accident, Association Liability & Property Insurance.

5. Responsibilities - AMSA Member Men's Sheds

- 5.1. AMSA is the peak national body for the Australian Men's Shed Movement and is responsible for providing overarching support to its Members and arranging and maintaining government and stakeholder backing for its Members through grants, sponsorships and other fundraising arrangements.
- 5.2. Members of AMSA have a number of ongoing responsibilities in the management and operation of their organisation which will not be undertaken by AMSA upon commencement of membership, which include, but are not limited to, the matters set out below.
- 5.3. AMSA Men's Shed Members are responsible for the day to day operations and management of the Men's Shed including:
 - a) The internal management of their respective Men's Shed and relationships with Auspicing organisations;
 - b) Effective management of workplace health and safety at their shed in accordance with applicable laws;
 - c) Maintaining a balance between their Sheddens' projects, projects for their Shed and projects and the provision of other support to the wider community;
 - d) Where occupying a shared space or space provided by another organisation, ensuring that effective consultation is established and made with the other organisation and a clear agreement sets out the individual and shared responsibilities for workplace health and safety;
 - e) Complying with and promoting compliance with the AMSA Constitution, By-Laws, Policies, Management Guidelines and Procedures;
 - f) AMSA member Men's Sheds can display approved signage indicating that the Men's Shed is a member of AMSA
 - g) Forming affiliations with other specialist groups that would assist the Men's Shed and its Sheddens acquire skills or information to assist the promotion of men's health

6. Member Benefits - AMSA Men's Sheds Members

As a member of the AMSA, Men's Sheds are entitled to the following benefits:

- a) All rights of membership as stated in the AMSA Constitution.
- b) Access to all AMSA Services and resources.
- c) Listing on the AMSA website shed locator system. (Sheds that are not open to the general public such as those located in private retirement villages, closed gate facilities or non-publicly accessible aged care facilities, will not be listed on the Shed locator)
- d) Access to the AMSA Group Insurance scheme.
- e) Member benefit programs provided by corporate partners and donors.

7. Intellectual Property and Copyright

- 7.1. For the purpose of this By-Law, 'Intellectual Property' means the resources and conceptual ideas of the AMSA including, but not limited to, projects, printed material, electronic services, websites, terms and phrases and research that have been developed by the human resources, contractor and funding bodies of the AMSA.
- 7.2. All material published by AMSA either on the website or in hardcopy forms part of the Intellectual Property of AMSA and as such copyright is vested in AMSA. It may not be made available to, or used by, non-members of AMSA in any form. Members of AMSA may publish this material on their website by directly linking with the AMSA website, provided that the linkage explains that they are being transferred to the AMSA website and is subject to copyright.
- 7.3. Members must not provide any copyright materials or Intellectual Property of AMSA to any third party without the prior written consent of AMSA.
- 7.4. Any other requests to use any copyright material in any form must be in writing setting out the nature of the material to be used, the purpose and whether any amendments are proposed to be made. Any assignment of copyright will be limited regarding usage and the time for which it will be available.
- 7.5. Some AMSA material may include the name of the author, in these cases the author has asserted their moral rights to the document and it may not be altered in any way whatsoever without the consent of the author.

8. Use of AMSA Branding by Members

- 8.1. The AMSA logo, the term 'Shoulder to Shoulder' and other forms of branding associated with promotion of AMSA Conferences and specific programs are the property of AMSA and may only be used in the prescribed format and with the prior consent of AMSA.
- 8.2. Members of AMSA are permitted to use the AMSA logo within their own marketing mediums (including on websites, signage, clothing, print) on the following conditions:
 - a) The logo cannot be altered in any way or included as part of another logo
 - b) The logo must be displayed in full including the stated motto
 - c) The logo cannot be used by any Member that ceases membership or is expelled from AMSA; all such use of the logo must be removed immediately upon the cessation of membership
 - d) The AMSA logo may not be used on any material promoting any Shed-based activity or project that reflects AMSA's endorsement for the project unless prior written consent has been given for such.

9. Insurance

- 9.1. All AMSA Men's Shed Members must hold insurance cover under either the AMSA insurance policy or another insurance provider approved by APRA in respect of Public & Products Liability, Voluntary Workers Personal Accident, and Association Liability & Property Insurance.
- 9.2. AMSA has responsibility to ensure that insurance coverage is available to all Members in a cost effective way. Open or restricted tenders are called for on a periodic basis to achieve this. Coverage under the AMSA insurance policy includes:
 - a) Public Liability Insurance;
 - b) Officers Insurance;
 - c) Volunteers Insurance;
 - d) Property Insurance; and
 - e) Products Liability.

These are the essential insurance items that should be held by all AMSA Men's Shed Members. They are specified by Volunteers Australia as best practise for volunteer organisations.

- 9.3. AMSA Men's Shed Members which maintain insurance outside of the AMSA insurance policy should review their insurance arrangements to ensure that the level of coverage includes each of the classes of insurance referred to above.
- 9.4. AMSA Men's Shed Members that opt to seek alternative insurance, must take care to ensure that the coverage provided by the APRA approved insurer clearly recognises the level of risk inherent in operating a Men's Shed and is not less than the level of coverage provided by AMSA's insurance policy.

- 9.5. AMSA Men's Shed Members that are insured other than by AMSA's insurance policy must provide a copy of a Certificate of Currency from the alternative insurance provider to AMSA. For Public & Products Liability, a policy certificate should be submitted yearly, noting the interests of AMSA and be for no less than \$20,000,000 each and every claim.
- 9.6. It is essential that full disclosure of membership numbers is made when applying for insurance cover under the AMSA insurance policy or other appropriate similar coverage approved by APRA.
- 9.7. AMSA Men's Shed Members must ensure that full insurance is taken out for assets. Failure to do this will result in under-insurance and is clearly a breach of duty to the membership as the insurer will restrict their insurance coverage to the percentage of the risk actually insured. Equally it is important to disclose any risks perceived to fall outside of the identified risks covered in the insurer's policies. Also it is important to take up additional insurance coverage where the valuation of assets, buildings and equipment exceed the capped values in the AMSA insurance policy.

10. Workplace Health and Safety

- 10.1. It is important to acknowledge that there are significant work place health and safety obligations that will apply in the environment in which the Men's Sheds operate. To assist Members, AMSA has developed workplace health and safety publications in consultation with its insurer which are available for Member use.
- 10.2. These publications reflect AMSA's policy to take a common integrated system approach to managing safety throughout Men's Sheds which incorporates statutory as well as the common law principles. Such an approach simplifies administration and ensures that the need to replicate tasks is kept to a minimum and that the key elements of risk management, providing adequate instruction, training and accreditation, together with record keeping and continuous improvement are carried out.

11. Cessation of membership

- 11.1. A Member will cease to hold membership with AMSA in accordance with the events provided for in the Constitution.
- 11.2. For the avoidance of doubt, a Member may be liable to be expelled from AMSA in accordance with the Constitution if such Member fails to comply with these By-Laws or any other By-Laws of AMSA.
- a) Upon a Men's Shed Member's cessation of membership with AMSA, all rights and privileges of membership will cease, including but not limited to:
 - i) Access to any corporate management systems will be terminated and all manuals, management guidelines and other AMSA copyright materials must be returned to AMSA
 - ii) Access to any preferential discount arrangements with AMSA's insurers, suppliers or sponsors
 - iii) The right to use or access any other AMSA branding, other intellectual property or other resources or information provided or owned by AMSA.
- 11.3. In the event that a State Association ceases to be a Member of AMSA:
- a) Access to any corporate management systems will be terminated and all manuals, management guidelines and other AMSA copyright materials must be returned to AMSA.
 - b) Access to any preferential discount arrangements with AMSA's insurers, suppliers or sponsors will be terminated.
 - c) The right to use or access any other AMSA branding, other intellectual property or other resources or information provided or owned by AMSA is withdrawn.
 - d) The right to attend meetings of the subcommittees is withdrawn.

12. Definitions

In this By-Law, all uppercased terms have the same meaning as set out in the Constitution, unless otherwise defined.

13. Review and publication of this By-Law

- 13.1. The Board is responsible for reviewing this By-Law to determine its appropriateness to the needs of the AMSA from time to time.
- 13.2. This By-Law may be amended by resolution of the Board.
- 13.3. The current version of this By-Law will be made available on the AMSA website.