



**Australian
Men's Shed
Association**

SHOULDER TO SHOULDER

**Explanatory Notes
Rules of Membership
to the Australian Men's Shed Association
By-Laws**

February 2021

Background

The Australian Men's Shed Association (AMSA) is committed to continually improving our services and processes, which includes reviewing the By-Laws or Rules of the Association. All organisations require rules to govern how the organisation operates and to define who are the members and membership privileges. In 2018 AMSA made changes to the constitution to give the Members (being Men's Sheds) the eligibility to nominate and vote Directors to the Board and the powers to vote at Annual General Meetings. This created the need for AMSA to quantify the criteria for Membership. To ensure standards are maintained and only eligible persons who are members of AMSA member Sheds are nominated as valid representatives of Men's Sheds as legal entities.

The 2018 AMSA constitution was also written in a short form format, this allows for some operational elements to be removed and for By-Laws to replace them under section 14.1 of the AMSA constitution. Membership rules are a good example of this allowing for amendments to be made to the rules of membership without having to go through the arduous process of Special General Meeting to change the constitution.

The AMSA also has the responsibility to ensure that the brand of Men's Sheds is protected and our goodwill in the community is maintained. As the first point of contact for Government, Corporate and the general public for all Men's Shed enquiries, AMSA takes these responsibilities seriously and are of the highest priority. We need to ensure that when we are referring any contact to a Men's Shed that the enquirers expectations are met and when they in turn contact or visit the Shed directly their expectations of finding a true Men's Shed as they had envisioned are assured.

The AMSA Board continues to review the Rules of Membership to ensure that the Men's Shed brand is protected and our membership standards are being maintained, in doing this we also have to ensure that Men's Sheds remain fully independent and free to self-govern without any hindrances over bureaucratic processes. The following text provides explanatory comments on the changes to the 2020 AMSA Rules of Membership By-Laws.

	By-Law	Explanatory Notes
Introduction		
1.1	Supplementary to the Australian Men’s Shed Association (AMSA) Constitution, the purpose of this By-Law is to govern the eligibility criteria and the terms and conditions for membership of AMSA.	Defines the purpose of the By-Laws and eligibility to create By-Laws under the Constitution.
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.	Statement of process and purpose.
Membership Structure		
2.1	<p>There are two distinct categories of membership to AMSA:</p> <ul style="list-style-type: none"> (a) AMSA Men's Sheds Members; and (b) AMSA State Association Members. <p>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.</p>	Clarifies the two classes of Membership within the AMSA Constitution.
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.	To accommodate the increasing number of organisations that are not Men’s Shed by definition, to subscribe to AMSA services.
SECTION AMSA Men’s Shed Members		
Eligibility – AMSA Men’s Shed Members		
3 a)	Is an incorporated Association in accordance with the relevant State or Federal legislations which operates a Men's Shed;	Clearly define that a Men’s Shed can be a body corporate under state or federal legislations
3 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;	Statement of process.

3 c)	Is a community-based, non-profit, non-commercial organisation that is accessible to all men 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;	The current overarching definition of a Men’s Shed as adopted by AMSA and the Federal Department of Health.
3 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, and Association Liability & Property Insurance;	All Members must have Australian Prudential Regulation Authority approved insurance, to minimise the exposure of risk of litigation to all parties.
3 e)	Has as a major objective of the advancement of the health and welfare of its Members	This is the core objective of Men’s Shed that differentiates from other organisations.
3 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;	Condition of Membership to AMSA to maintain standards.
3 g)	Does not have illegal aims, objectives or practices;	To ensure that all Men’s Shed are operating within the law and to protect the brand and goodwill of Men’s Sheds.
3 h)	Is not disrespectful or harmful to other people or sections of the community;	To ensure that all Men’s Shed are operating within the law and to protect the brand and goodwill of Men’s Sheds.
3 i)	Does not discriminate against membership on the basis of race, creed, sexual preference or age	To ensure that all Men’s Sheds are operating within the law and to protect the brand and goodwill of Men’s Sheds, all Men’s Sheds are to be open to all Men.
3 j)	Is not aimed primarily at promoting particular political or religious views or practices;	Men’s Sheds are to remain non-political and bipartisan, members of AMSA Men’s Shed are not to be swayed by religious beliefs or forced to partake in religious activities as a condition of membership. Shed membership is not conditional to religious or political views.
3 k)	Does not have a name that is similar to an existing AMSA Men's Shed Member in the same local geographical location;	To avoid confusion and competition between local Men’s Sheds, AMSA has no authority in the registration of business names, however AMSA can decline membership when a Men’s Shed applies for membership with a similar name to an existing Men’s Shed.

3 l)	Has a primary purpose that is not becoming or assisting the development of a Men’s Shed as defined above.	To protect the brand and goodwill of Men’s Sheds, organisations that apply for membership that do not comply with the definition of a Men’s Shed will be offered to become Non Men’s Shed Subscribers.
3 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 purposes	To protect the brand and goodwill of Men’s Sheds, organisations that apply for membership that do not comply with the definition of a Men’s Shed will be offered to become Non Men’s Shed Subscribers.
3 n)	Is committed to workplace safety and the safety of its members and public; and	To ensure that all Men’s Sheds are operating within the relevant legislative requirements.
3 o)	Has dispute resolution and disciplinary arrangements for members and the processes to be followed	Each Member Men’s Shed is independent and internal domestic disputes are required to be resolved internally, dispute resolution processes are a constitutional requirement for Incorporated organisations.

Ongoing Conditions of Membership – AMSA Men’s Shed Members

4	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:	Statement of process and purpose for category of membership.
4 a)	Ensure its governing documents are consistent with the aims and purpose of the AMSA	To protect and maintain consistency through the Men’s Shed brand, and ensure our goodwill in the community is upheld.
4 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	All Members must have Australian Prudential Regulation Authority approved insurance, to minimise the exposure of risk of litigation to all parties.

Responsibilities – AMSA Men’s Shed Members

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	Statement of purpose of AMSA
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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.	AMSA statement of no direct control over members
5.3	AMSA Men's Shed Members are responsible for the day to day operations and management of the Men’s Shed including	Members responsibilities of compliance for membership
5.3 a)	The internal management of their respective Men's Shed and relationships with Auspicing organisations;	Member operational requirement
5.3 b)	Effective management of workplace health and safety at their shed in accordance with applicable laws;	Member operational requirement ensuring compliance with associated regulations
5.3 c)	Maintaining a balance between their Sheddors' projects, projects for their Shed and projects and the provision of other support to the wider community;	Member operational requirement: sheds are required to maintain a balance of self-sustainable projects while giving consideration to the needs of their members
5.3 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;	Member operational requirement: to maintain a healthy relationship with external stakeholders for the long term benefit of the Shed
5.3 e)	Complying with and promoting compliance with the AMSA Constitution, By-Laws, Policies, Management Guidelines and Procedures;	Member operational requirement: to continue membership to the AMSA
5.3 f)	AMSA member Men’s Shed can displaying approved signage indicating that the Men's Shed is a member of AMSA	Privilege of Membership
5.3 g)	Forming affiliations with other specialist groups that would assist the Men's Shed and its Sheddors acquire skills or information to assist the promotion of men’s health	Responsibility of the member AMSA has no direct control over members.
Member Benefits – AMSA Men’s Shed Members		
6.1	All rights of membership as stated in the AMSA Constitution.	Member benefit
6.2	Access to all AMSA Services and resources.	Member benefit

6.3	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)	Member benefit
6.4	Access to the AMSA Group Insurance scheme.	Member benefit: optional
6.5	Member benefit programs provided by corporate partners and donors	Member benefit

SECTION AMSA State Association Members

Eligibility – AMSA State Association Members

3	AMSA may admit to Membership a body corporate as an AMSA State Association Member which:	Statement of process and purpose for category of membership
3 a)	Is an incorporated and compliant association in accordance with the relevant State and Federal association's legislation.	Clearly define that a State Association Member is a body corporate under state or federal legislations
3 b)	Has as a major objective the advancement of health and welfare of men in Australia through the promotion, establishment and management of Men's Sheds and other related or ancillary activities;	To define that the purpose of a State Association Member is consistent with the purpose of the AMSA to quantify membership.
3 c)	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	Member operational requirement: to continue membership to the AMSA
3 d)	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;	Statement of process and purpose
3 e)	Does not have illegal aims, objectives or practices	To ensure that all Member organisations are operating within the law and to protect the brand and goodwill of Men's Shed
3 f)	Is not disrespectful or harmful to other people or sections of the community;	To ensure that all Member organisations are operating within the law and to protect the brand and goodwill of Men's Shed
3 g)	Does not discriminate against membership on the basis of race, creed, sexual preference or age;	To ensure that all Member organisations are operating within the law and to protect the brand and goodwill of Men's Shed, all Men's Shed are to be open to all Men.

3 h)	Is not aimed primarily at promoting particular political or religious views or practices;	Members of AMSA are to remain non-political and bipartisan, membership is not conditional to religious or political views.
3 i)	Is committed to workplace safety and the safety of its members and public;	To ensure that all AMSA members are operating within the relevant legislative requirements
3 j)	Has disciplinary arrangements for its members and the processes to be followed;	Domestic disputes are required to be resolved internally, dispute resolution processes are a constitutional requirement for Incorporated organisations.
3 k)	A Member State Association cannot be affiliated with any other Men's Shed organisation or Association not affiliated with AMSA	Condition of Membership to ensure all AMSA recognised State Associations are aligning with the AMSA as a National body
3 l)	For the avoidance of doubt, there may only be one State Association Member for each State or Territory at any time.	AMSA commitment to State Association Members not to enter into competitive behaviour with multiple membership status

Ongoing Conditions of Membership – AMSA State Association Members

4	In addition to continuing to meet the eligibility requirements for membership, a State Association Member must satisfy the following as conditions of membership with AMSA:	Members responsibilities of compliance for ongoing membership
4 a)	Be 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	All Members must have Australian Prudential Regulation Authority approved insurance, to minimise the exposure of risk of litigation to all parties.
4 b)	Ensure its governing documents are consistent with the AMSA Constitution and By-Laws	Condition of Membership to AMSA to maintain standards ensuring that State Members have efficient governance standards that meet the requirements of the regulating authorities.
4 c)	State Associations are to provide services to Men's Shed that are complimentary to those of AMSA and not competitive.	To avoid competitive behaviour ensuring effective service delivery to member Sheds avoiding the expense of duplication and using resources appropriately.
4 d)	Not provide AMSA resources to Men's Sheds or other organisations which are not members of AMSA	To protect the intellectual property of the AMSA and Members

4 e)	Not conduct in competitive behavior with alternate group providers or sponsors to those engaged or provided by AMSA	To avoid competitive behaviour ensuring effective service delivery to member Sheds avoiding the expense of duplication and using resources appropriately.
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Responsibilities - AMSA State Association Members		
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5	AMSA State Association Members are responsible for	Statement of purpose
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5 a)	Managing the affairs of the State Association, in particular financial administration and compliance with State-based legislation	State Associations are independently operated incorporated entities and are responsible for management of their organisation and ensuring that they are compliant with legislation and have in place best practice governance measures
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5 b)	Co-operating with and assisting AMSA in	Statement of purpose
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5 b) i)	Building and maintaining relationships with State Governments and local government bodies	State Associations have the responsibility to build productive relationships with State and local governments to develop support for Men's Shed in a cooperative relationship with AMSA.
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5 b) ii)	Building and maintaining relationships with State-based affiliates and organisations with interests which are aligned with and supportive of Men's Shed objectives and the Men's Shed movement	State Associations have the responsibility to build productive relationships with State and local organisations to develop support for Men's Shed in a cooperative relationship with AMSA.
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5 b) iii)	A State Association cannot be affiliated with any other Association not affiliated with AMSA	To protect the intellectual property of the AMSA and Members. To avoid competitive behaviour ensuring effective service delivery to Men's Shed
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5 c)	Complying with and promoting compliance with the AMSA Constitution, By-Laws, Policies, Management Guidelines and Procedures	Condition of Membership to AMSA to maintain standards and ensuring good governance.
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5 d)	Providing support to AMSA Men's Shed Members within their respective State	Statement of purpose of the State Association
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5 e)	Administering capacity building programs on behalf of the Board and National Office of AMSA with emphasis upon compliance with workplace health and safety, managing volunteers and effective management of Men's Sheds	The role of State Associations in providing support and services to Men's Sheds
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Member Benefits - AMSA State Association Members		
6	As a member of the AMSA State Associations are entitled to the following benefits	Statement of purpose
6 a)	All rights of membership as stated in the AMSA Constitution	As members of the AMSA, state association members have entitlements as defined in the AMSA constitution (5.1/5.2/5.3/5.4)
6 b)	State Members are eligible to send an Executive Member to the AMSA monthly Subcommittee Meetings of elected Directors and will have voting capacity as determined in the Terms of reference for that committee.	To maintain an open forum for regular communications, State Members are entitled to attend regular meeting of the subcommittee to discuss operative issues for supporting Men's Shed
6 c)	Member benefit programs provided by corporate partners and donors	From time to time, State Associations have access to member support programs that are allocated specifically for that purpose from AMSA corporate partners
6 d)	Sate Members can request limited AMSA Administration support for their Association.	Sate Members can request support of AMSA for administrative services such as accounting, Insurance advice etc. A request of support can be made directly to the AMSA Board
SECTION Non Men's Shed Subscribers		
Eligibility – Non Men's Shed Subscribers		
3	<p>AMSA's primary objective is to support the development and ongoing sustainability to organisations that identify themselves as Men's Shed and adhere to the given criteria's of definition. However other organisations who wish to subscribe to AMSA's resources may do so as Non Men's Shed Subscribers and are not members of the Association.</p> <p>AMSA may appoint an organisation in the Non Men's Shed Subscriber which:</p>	Statement of purpose. To accommodate the increasing number of organisations that are not Men's Shed by definition to subscribe to AMSA services
3 a)	Is an incorporated Association in accordance with the relevant State or Federal legislations which operates as a Not for Profit;	Clearly define the Non Men's Shed Subscriber is a legal entity body corporate under state or federal legislations

3 b)	Is not a Men's Shed in name or by definition.	Non Men's Shed Subscribers using the name Men's Shed in their tittle will be subject to AMSA membership. Non Men's Shed Subscribers are not entitled to use the name Men's Shed if they do not meet AMSA's criteria for membership to protect the Men's Shed brand. to
3 c)	Has paid any Subscription Fee due as set by the Board;	As per the AMSA constitution 6.1
3 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;	All associated organisations must have Australian Prudential Regulation Authority approved insurance, to minimise the exposure of risk of litigation to all parties.
3 e)	Does not have illegal aims, objectives or practices;	To ensure that all Men's Shed are operating within the law and to protect the brand and goodwill of AMSA
3 f)	Is not disrespectful or harmful to other people or sections of the community;	To ensure that all Non Men's Shed Subscribers are operating within the law and to protect the brand and goodwill of AMSA
3 g)	Does not discriminate against membership on the basis of race, creed, sexual preference or age;	To ensure that all Non Men's Shed Subscribers are operating within the law and to protect the brand and goodwill of AMSA
3 h)	Is not aimed primarily at promoting particular political or religious views or practices;	Non Men's Shed Subscribers are to remain non-political and bipartisan Non Men's Shed Subscribers are not to be swayed by religious beliefs or forced to partake in religious activities as a condition of membership. Their membership is not conditional to religious or political views.
3 i)	Is committed to workplace safety and the safety of its members and public	To ensure that all Non Men's Shed Subscribers are operating within the relevant legislative requirements
3 j)	Has disciplinary arrangements for members and the processes to be followed	Each Member Non Men's Shed Subscribers are independent and internal domestic disputes are required to be resolved internally, dispute resolution processes are a constitutional requirement for Incorporated organisations

Responsibilities – Non Men's Shed Subscribers

4.1	Non Men's Shed Subscribers 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.	Statement of purpose
4.2	Non Men's Shed Subscribers are responsible for the day to day operations and management of their organisation including	AMSA has no authority or responsibility of the day to day operations of Non Men's Shed Subscribers.
4.2 a)	The internal management and relationships;	Is the responsibility to the Non Men's Shed Subscribers
4.2 b)	Effective management of workplace health and safety in accordance with applicable laws;	To ensure that all Non Men's Shed Subscribers are operating within the relevant legislative requirements.
4.2 c)	Maintaining the objectives of Association	Is the responsibility to the Non Men's Shed Subscribers
4.2 d)	Tenure over property and assets	Is the responsibility to the Non Men's Shed Subscribers

Subscriber Benefits – Non Men's Shed Subscribers

5	Non Men's Shed Subscribers are entitled to the following benefits	Statement of purpose
5 a)	No constitutional rights of Membership in the AMSA Constitution.	Non Men's Shed Subscribers have no privileges of membership in voting at AGM's, Special Members Meetings or nominating directors to the Board of AMSA.
5 b)	Access to limited AMSA Services and resources	Non Men's Shed Subscribers have access to AMSA produced reassures on the AMSA website members section, but are not entitled to benefits of any programs associated with sponsors, donors or AMSA government funding agreements.
5 c)	Access to the AMSA Group Insurance scheme	Non Men's Shed Subscribers can subscribe to the AMSA group insurance program (fees applicable).
5 d)	Non Men's Shed Subscribers are not entitled to claim membership or use AMSA branding that identifies them as a Men's Shed	Non Men's Shed Subscribers who do not comply with the AMSA definition of a Men's Shed are not entitled to use AMSA branding that identifies them as a Men's Shed.
5 e)	Non Men's Shed Subscribers will not be listed on the AMSA website shed locator	Non Men's Shed Subscribers will not be listed on the AMSA Shed Locator. The Shed Locator listings are reserved for AMSA members that comply with the AMSA definition for membership.

5 f)	Non Men's Shed Subscribers are not included in any membership listings	Member listings are reserved for AMSA members that comply with the AMSA definition for membership, the number of Non Men's Shed Subscribers will not be included in any official tally of Men's Sheds.
5 g)	For the avoidance of doubt, a Non Men's Shed Subscribers which enters into a subscription arrangement with AMSA is not a Member of AMSA and does not have any voting or other membership rights other than those rights provided for in the arrangement	Non Men's Shed Subscribers have no privileges of membership in voting at AGM's, Special Members meetings or nominating directors to the board of AMSA.

Intellectual Property and Copyright

7.1	For the purpose of this By-Law, ' <i>Intellectual Property</i> ' 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	Statement of purpose
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.	Protecting the intellectual property of the AMSA from commercial and non-commercial exploitation.
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	Condition of use and membership
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.	Process for application to use AMSA intellectual property
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.	Protection of intellectual property and recognising author contributions.

Use of AMSA Branding

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	Conditions of Use, the AMSA logo and motto "Shoulder to Shoulder" are registered trademarks of the 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:	Privilege of Membership, display of AMSA logo recognising a member Men's Shed certifies that the Men's Shed has qualified the member process and requirements.
8.2 a)	The logo cannot be altered in any way or included as part of another logo	Condition of Use
8.2 b)	The logo must be displayed in full including the stated motto	Condition of Use
8.2 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	Condition of Use, Non Members cannot claim membership entitlements
8.2 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.	Condition of use, Men's Shed are independent entities, activities and projects operated by the shed are not activities endorsed by AMSA unless a partnership arrangement or similar is officially endorsed.

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, Association Liability & Property Insurance	All Members must have Australian Prudential Regulation Authority approved insurance, to minimise the exposure of risk of litigation to all parties.
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:	Statement of purpose and process. Minimal requirements that the AMSA will provide in the Group Insurance scheme acknowledging the level of risks associated with Men's Shed operations. The AMSA Board has the duty of care to provide the best possible coverage for Member Sheds
9.2 a)	Public Liability Insurance;	requirement of the AMSA Group Insurance scheme
9.2 b)	Officers Insurance;	requirement of the AMSA Group Insurance scheme
9.2 c)	Volunteers Insurance;	requirement of the AMSA Group Insurance scheme

9.2 d)	Property Insurance;	requirement of the AMSA Group Insurance scheme
9.2 e)	Products Liability	requirement of the AMSA Group Insurance scheme
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	Advice to non AMSA insured Members, to fulfil our obligation of providing best practice information to Men's Shed Members
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	Advice to non AMSA insured Members, to fulfil our obligation of providing best practice information to Men's Shed Members
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.	Condition of Membership to minimise risk of exposure in liability claims.
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.	Advice to ensure all Men's Shed Members meet the legal requirements of the policy.
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.	Advice to ensure all Men's Shed Members meet the legal requirements of the policy and are covered adequately.

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	Statement of purpose, AMSA has significant resources to assist Men's Shed in managing risk.
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	The processes that AMSA applies in providing advice and support to Sheds in managing workplace safety.

Cessation of Membership

11.1	A Member will cease to hold membership with AMSA in accordance with the events provided for in the Constitution	Process for removal of membership to AMSA as defined in the AMSA constitution 7.1 / 7.2 / 7.3 / 7.4 / 7.5 / 7.6
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.	Process for removal of membership to AMSA as defined in the AMSA constitution 7.1 / 7.2 / 7.3 / 7.4 / 7.5 / 7.6
11.2 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:	Removal of membership benefits following expulsion or resignation
11.2 a) 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	Process of removal of membership benefits following expulsion or resignation
11.2 a) ii)	Access to any preferential discount arrangements with AMSA's insurers, suppliers or sponsors.	Process of removal of membership benefits following expulsion or resignation
11.2 a) iii)	The right to use or access any other AMSA branding, other intellectual property or other resources or information provided or owned by AMSA	Process of removal of membership benefits following expulsion or resignation

11.3	In the event that a State Association ceases to be a Member of AMSA, such State Association	Statement of purpose
11.3 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	Process of removal of membership benefits following expulsion or resignation, protecting the intellectual property of AMSA
11.3 b)	Access to any preferential discount arrangements with suppliers or sponsors	Process of removal of membership benefits following expulsion or resignation
11.3 c)	The right to use or access any other AMSA branding, other intellectual property or other resources or information provided or owned by AMSA	Process of removal of membership benefits following expulsion or resignation protecting the intellectual property of AMSA
11.3 d)	The right to attend meetings of the subcommittees	Process of removal of membership benefits following expulsion or resignation
Definitions		
12	In this By-Law, all uppercased terms have the same meaning as set out in the Constitution, unless otherwise defined.	Statement clarifying the relationship between the By-laws and the AMSA constitution
Review and publication		
13	Review and Publication of this By-Law	Statement of process
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.	To ensure that best practice standards are maintained and reviewed allowing for future developments in the Men’s Shed movement
13.2	This By-Law may be amended by resolution of the Board	Statement of process and delegation of Board authority under section 14.1 of the AMSA constitution
13.3	The current version of this By-Law will made available on the AMSA website.	Process of publication to AMSA members.