

BACKGROUND

1. The SMSA is constituted by the Sydney Mechanic's School of Arts Incorporation Act of 1886, and its amendments in 1929 and 1940 (**SMSA Act**).
2. The SMSA is governed by a set of By-Laws which were adopted at a General Meeting of the Members on 29 October 2019 (**By-Laws**). The By-Laws may be amended from time to time in accordance with the terms of the By-Laws and the SMSA Act.
3. The SMSA supports the running of member groups focussing on specific areas of interest to its members.

1. STRUCTURE

Member groups are composed of members of the SMSA and are run by SMSA volunteers who are delegated the position of coordinator of the group.

Members of SMSA member-groups must be a current member of the SMSA.

The establishment of a member group must be approved by the SMSA through its delegate, the Chief Executive Officer (CEO). The approval process is at the discretion of the CEO and the operation taking into account matters including the purpose, aspirations and values of the SMSA, including available resources.

The member group coordinator is responsible for ensuring the appropriate use of the room (including booking of the room if required), ensuring the cleanliness of the room after the meeting, and for returning the room to base set up.

The member group coordinator is also responsible for all attendees of their group whilst at the group meeting and ensuring the meeting is run in an appropriate manner. The member attendance at each meeting needs to be documented in a member roll and submitted to SMSA staff.

All Member groups information and schedule and will be promoted via the SMSA website, newsletter, and social media platforms to recruit members to the group.

Non-members are allowed to attend one session of any member Group before joining SMSA membership. Member group coordinators are responsible for acknowledging the one off (trial) attendance of the non-member on the member group register.

Member Group Coordinators and group members are governed by the By-Laws.

The SMSA has adopted a Code of Conduct, a Workplace Health, and Safety (WHS) policy and other relevant policies. Member group coordinators are expected to work within this framework of policies and to ensure members attending the group also do so. The conduct of the group meetings must be in such a manner that gives effect to the purpose, aspirations, and values of the SMSA.

SMSA Member group meetings are only permitted to be held during SMSA business hours. These business hours are Monday to Friday 9am-5pm, and Saturday 9am-3pm. Group meeting times must be approved by SMSA staff to ensure the availability of (and booking where required) of rooms and resources.

The member group meeting times and dates must be consistent. Changes made due to Public Holidays are established at time of booking. All other changes will need to first be confirmed by SMSA Staff.

Member groups meeting rooms may be subject to change if the room is required by venue hirer. Should this change in room occur the SMSA will communicate this change to the Group coordinators providing as much notice as is reasonable or practicable in the circumstances.

Member groups schedules must be submitted by the end of each year for the following year and no later than the end of November to ensure room availability can be secured.

Member group communications are to be sent to the following email address only.

E: admin@smsa.org.au this inbox is nominated as a single point of contact for the SMSA to access enquiries and requests from member groups.

Please ensure all communication relating to the SMSA member groups are sent to this email address only.

If staffing support is required for a group meeting this request must be made to the SMSA for approval at its discretion.

2. OPERATION

The numbers of member in each group will be limited to no more than twenty-four members per group, this is due to the limited room capacity each group can hold their meetings in. The SMSA reserves the right to amend this limit.

Member-groups:

- (1) Shall each be represented by an appointed group coordinator.
- (2) Shall maintain financial members only. Non-members are allowed to attend one session of any member Group only before joining SMSA membership.
- (3) Shall hold weekly, fortnightly, or monthly group meetings once approved by the Chief Executive Officer.
- (4) Must act in accordance with the SMSA ACT, By-Laws and the operational policies and procedures; and
- (5) Must act in accordance with the purpose, aspirations and values of the SMSA and not act in a way prejudicial to the interests of the SMSA.
- (6) Can avail themselves of tea, coffee supplies provided in the SMSA's kitchen for them.

(7) Are not permitted to bring alcohol on site, nor can it be served during a member group session, unless the member group coordinator has gained permission in advance and in writing from the CEO.

(8) Are permitted to bring in their own catering on site (food only).

(9) Are each responsible for placing their waste in the garbage bins provided, ensure they wash up of any crockery and cutlery used during their meeting and returned cups, plates, cutlery to where it is stored. Meeting rooms are to be cleaned and returned to the base configuration after the meeting by the group coordinator.

(10) That intend to make purchases relating to equipment required for groups shall ensure that these are pre-approved and authorised by the CEO.

The group coordinator may have access to confidential information of the SMSA including member lists and contact details. This confidential information is the property of SMSA and must be returned to SMSA by the group coordinator upon ceasing to act in that role.

The group coordinator is not permitted to use member lists and contact details or any other confidential information for any purpose other than a purpose related to the operation of the group in accordance with this policy.