



MEMBER'S HANDBOOK

HS Ipswich INC Members Handbook

First off, we welcome you as part of the HS Ipswich Membership and we hope we can provide you with the proper skill sets and equipment for all your projects here.

The following document contains information that will be vital and helpful during your Membership in HS Ipswich.

Contents

Page 1	Policies
Page 2.....	Guest Policies
Page 3.....	Anti-Discrimination Policies
Page 4.....	Leadership Team
Page 5.....	Access codes/ Model Rules
Page 6.....	Overdue Policies
Page 7.....	Close/ Cleaning Procedure

HS Ipswich Rules and Policies

Rules and Policy Changes

These rules and policies are subject to change. Changes will become effective immediately upon successful vote of adoption by the Executive Team, or by the membership at a membership meeting. A summarized version of these rules will be posted in the space, with a link to the full rules.

Code of Conduct

1. All guests and members must follow the Code of Conduct.
2. Safety is important, if you are unsure of how to safely do something, don't do it.
3. The Executive Team may expel anyone who violates the Code of Conduct via resolution from the premises, online systems, or at sponsored events.
4. Don't merely respect each other; be excellent to each other.
 - We are all here to make things and learn. Collaboration is important.
 - When you break something, own up to it. If you have any doubt about fixing it, ask for help. Don't make someone feel bad for breaking things, help them understand what went wrong.
 - Clean, Maintain, Organize, Improve. Always leave the space better than you found it.
 - Don't be afraid to ask questions. Answer them kindly, eventually you'll have to ask for help too.
 - Tools/resources must stay on the premises so that other members may use them.
5. Only persons or members that have been formally authorized to act as an agent or representative for the HS Ipswich Inc, are permitted to represent HS Ipswich Inc. in any and all conversations, writing, or other communication with any public official. Failure to secure permission may result in the forfeiture of membership.
6. Sleeping within HS Ipswich is not permitted. Naps are prohibited, provided the nap is less than 20 minutes in length, and the member is not laying down in a prone position. Sleeping will only be considered a nap while in the upright sitting position.
7. All members are always expected to maintain a safe and clean environment.
8. Smoking cigarettes/cigars, use of vaporizers (also known as electronic cigarettes) is not allowed inside the building.
9. No pets allowed in the building, unless it's a registered support animal.
10. Don't catch fire, set others on fire, or set anything on fire which has not been designated or designed to be on fire.
11. Harmful behavior, harassment, stalking, theft, hazing, and otherwise being the opposite of excellent is unacceptable.
12. It is the responsibility of each member to help enforce the Code of Conduct. If someone is violating the Code of Conduct politely explain to them why their behavior is not acceptable. Egregious violations should be reported to an executive team member or the President.

Guests

1. Guests can't inhabit the HS Ipswich without another keyed Member present.
2. Guests are encouraged to become Members.
3. Guests are not allowed to use tools and equipment unless supervised by a HS Ipswich member, or it is part of a scheduled class/workshop.
4. Members are responsible for their Guests and their actions at all times.

Minors

1. HS Ipswich INC is not a day care.
2. Minors 15 years and under must always be accompanied closely by Parent or Legal Guardian and are not allowed to have keys to the space.
3. Accompanied closely means visual range generally, and immediate reach when near dangerous tools.
4. Parents/Legal Guardians are responsible for their children and their actions at all times.
5. Minors under the age of 18 must have their liability form signed by a Parent or Legal Guardian.

Formal Complaints

The formal complaint process exists for members to request a discussion be held by the Executive Team regarding specifications of another member. Members are expected to discuss their complaints in a calm and polite manner. Mediation is available to resolve issues without the need of a formal complaint.

1. Formal complaints against another member must be submitted, in writing, to the Executive Team. The complaint must have two parts outlined at minimum, a "Complaint" part and a "Recommended Solution" part.
2. The Executive will decide to either hold a special meeting regarding this matter or will consider it at the next meeting in its cycle.
 3. The Executive is not required to act in accordance to the grievance or complainant's, "Recommended Solution" part and may devise its own remediation.
 4. Complaints will be added to the agenda of the meeting, posted on this wiki, without identifying information.
 5. Minutes for the meeting will not be scrubbed of identifying information.
 6. Any disciplinary action for which one or more of the Executive or Leadership of the corporation. (acting in their role as an officer) are involved require that a written record of the action, reason(s) for the action, and acknowledgment of the accused be sent to the Executive Team and President.

Non-Discrimination Policy

HS Ipswich Inc. does not promote or discriminate against any person, population group, or organization regarding categories protected by applicable Australian law. These include, but are not limited to race, color, religion, sex, gender expression, physical appearance, language, education background, national origin, age, disability, and veteran status.

Anti-Harassment Policy

Harassment is prohibited and will not be tolerated. Any person who feels they have been the victim of harassment should ask the harasser to cease the behavior, if they feel safe doing so. Members or guests asked to stop any harassing behavior are expected to comply immediately. Harassment includes the following, without limitation:

1. Offensive comments related to race, religion, gender, gender identity and expression, sexual orientation, disability, or physical appearance
2. Gratuitous sexual or obscene images or behavior in spaces where not appropriate
3. Unwelcome physical contact or sexual attention without consent or after a request to stop
4. Threats or incitement of violence towards any individual, including encouraging a person to engage in self-harm
5. Deliberate intimidation by words, gestures, body language, or menacing behavior
6. Stalking
7. Harassing photography or recording, including logging online activity for harassment purposes
8. Continued one-on-one contact or communication after requests to cease
9. Deliberate "outing" of a sensitive aspect of a person's identity without their consent
10. Deliberate misgendering. This includes defaming or persistently using a pronoun that does not correctly reflect a person's gender identity.

Firearms

All work on firearms, as defined by HS Ipswich Inc., is STRICTLY PROHIBITED unless there is a specific policy exemption listed.

The Leadership expect that all members, including themselves to follow the above Policies to the best of each members abilities.

Leadership Team & Executive Team

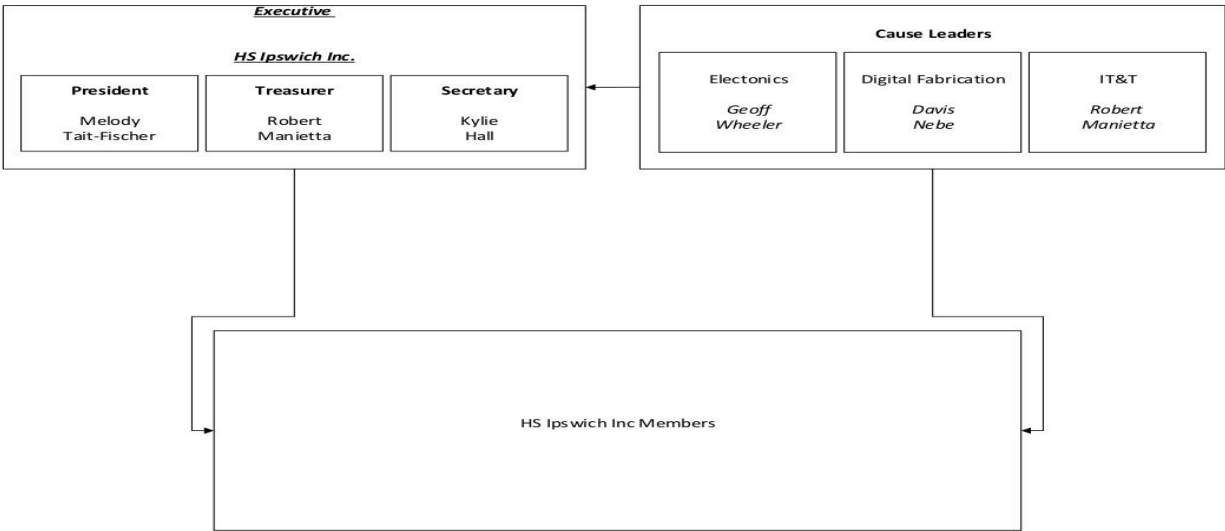
- **President of HS Ipswich** – Melody Tait-Fischer; melody.tait-fischer@hsipswich.org.au
 [Primarily External/Internal Matters]
 - **Social Cause Leader**
 - **Business Cause Leader**

- **Treasurer of HS Ipswich** – Robert Manietta; robert.manietta@hsipswich.org.au; Primarily Finances
 - **IT&T Cause Leader**

- **Secretary of HS Ipswich** – Kylie Hall; kylie.hall@hsipswich.org.au; Primarily Assistance with Finances and Office requirements

- **Electronics Cause Leader** – Geoff Wheeler; geoff.wheeler@hsipswich.org.au; Primarily Electronics

- **Digital Fabrication Cause Leader** – Davis Nebe; Davis.nebe@hsipswich.org.au; Primarily 3D Printing



The above Leadership Team will be available via the Facebook Members Chat, as well as via Email. Some Leadership members may provide additional methods of Contact on request.

Door Access Codes

The following includes the Door Access codes to the Hallway doors within the space, as well as the code for access to the Key for the Bin outside of the space for disposal of Rubbish.

Door in Main Foyer – 201515

Door in Kitchen – 201515

Door in Kitchen Rear - 151520

Bin Access Code – 487

Model Rules

Under HS Ipswich and the incorporated associations act we provide a legal and formal rule setting, which contains more detailed information about our policies and requirements as an organization. This information is viewable by ALL MEMBERS via the Office 365 Teams application either as the Downloaded Software for Windows, the Android/Apple Application or Web Browser.

Further information on the Model Rules can be answered by the members of the Executive.

<https://hsipswich.org.au/about/key-information/>– Link to Model Rules – Digital Copy of Handbook.

Overdue Payments Policy

HS Ipswich Membership is suspended when overdue amounts reach the below limits. When a member is identified as having meet these criteria an email will be sent to the email address held by HS Ipswich to inform the member/(s) of the suspension pending payment of at least 75% of the outstanding dues. If the member makes, contact with the executive within 30 days to arrange payment terms the membership will not be terminated.

Failing this the membership will be terminated and an email sent to the email address held by HS Ipswich to inform the member/(s) of this outcome.

The member may reapply for membership at a later time, but the outstanding dues may be held against them on the decision for readmission to the organisation.

- Outstanding Due limits to be put in place
 - Governing (Standard) - \$140
 - Governing (Low Income) - \$80
 - Non-governing (Standard) - \$100
 - Non-governing (Low income) - \$60

- When limit is reached
 - Membership suspended – 30 days
 - Membership termination after 30-day suspension period

Space Closing Procedure

When you are the last person to exit HS Ipswich, ensure the following is completed before leaving.

- 1 – Ensure all Lights are turned off where possible; including the Hallway lights toward the Toilet.
- 2 – Ensure the Air conditioning Unit is turned off (DO NOT ALTER the Timer Switch at the respective panels). Simply press the on/off button.
- 3 – Ensure all doors inside the space with Key Panels are secured and closed correctly
- 4 – Ensure the space looks presentable for next day by doing basic clean up.

Cleaning Procedure

The daily use of HS Ipswich may cause additional cleaning to be done. Each area of the space may require different things to be cleaned. Each area will have their own Cleaning Procedure, however a basic daily clean is a must for general purpose.

- 1 – Weekly Vacuum; at least once a week the space should be given a Vacuum to dispose of built up dust or dirt that will have accumulated within the space.
- 2 – Wipe down Surfaces; this should be done each time a surface is used, this ensures a general cleanliness of the Space and adds a more inviting atmosphere
- 3 – Rubbish Bins need to be checked and emptied, Liners replaced, and rubbish bags taken out to the dumpsters located outside.
- 4 – Kitchen Area; A check of the fridge supplies, rotating stock and refilling if required and a message sent to the Facebook chats groups if stock is low so Executive can fix the issue. Dishwasher needs to be filled and emptied and dishes put away, this allows a clean environment for all other members. If not enough items to run the dishwasher please run a small amount of dish water in the sink and wash those dishes please.
- 5 – Electronics Area; Ensure all tools and equipment used it put back where it was found originally, and no loose solder or wire is left obstructing the Workspace. Geoff Wheeler can provide a more detailed run down of how the Electronics Equipment should be maintained.
- 6 – 3D Printing/Digital Fabrication; When printing ensure workspace is left in a reasonable state after use. Ensure you remove any residual filament from the Heating Bed as well as the Nozzle of the Extruder itself. More detailed advice of the maintenance of the 3D Printers and CNC can be request by Mike Hsu or James Harris.
- 7 – IT&T; Ensure IT&T area is left in a reasonable state such as making sure no loose files or unneeded equipment is left to clutter the area unless regular, repeated work is being done. Ensure to also turn off any PC, Laptop, Raspberry Pi, etc to assist in Power Management. Robert Manietta or Melody Tait-Fischer can assist and provide further advice in the proper maintenance of this equipment.
- 8 – Social Cause; Ensure the Social Cause area is cleaned after each event and no food or drink cans are left in the area. Proper care for this area is looked after by Melody Tait-Fischer who can provide further information on maintenance.

We expect everyone of HS Ipswich to actively clean the space during daily use. We do not wish to have an environment that is untidy and no sense of organization. Cleaning Procedures will be provided in more detail for each area by their respective Cause Leader, as well as physical copies of those procedures should that Cause Leader be unavailable to assist in that.