

Management Committee of Men in Sheds Milton Keynes

Bylaws

1. Members of the Shed Management Committee (SMC)

- 1.1. The Chairman, Treasurer and Secretary will be elected as the first item of business at the Annual General Meeting
- 1.2. These officers will seek to co-opt up to three additional members from different areas of activity in the shed

2. Annual General Meetings

- 2.1. The AGM will be held during May
- 2.2. If the outgoing Chairman is available then he will preside until a new Chairman, Treasurer and Secretary have been elected
- 2.3. The retiring Chairman will report on the activities of the Shed for the preceding year
- 2.4. The retiring Treasurer will report on Shed Finances for the preceding year

3. Meetings of the Shed Management Committee

- 3.1. Meetings of the SMC will be held as required and at least once in every three months
- 3.2. Members of the Shed may attend SMC meetings at the discretion of the Chairman of the meeting
- 3.3. The agenda will always include an item to enable members of the SMC to declare personal interests
- 3.4. The quorum for SMC meetings will be three
- 3.5. If at any time during a meeting it ceases to be quorate then the meeting will be adjourned and any further business carried forward to the meeting when next convened
- 3.6. In cases of equal votes the Chairman will have a second or casting vote.
- 3.7. A minute of the meeting will be kept by the Secretary. The minutes which are circulated will be draft minutes until they are approved by the SMC at its next meeting

4. Finance

4.1. The Budget

- 4.1.1. The Treasurer will compile estimates of income and expenditure for consideration by the SMC. During the year the budget will be reviewed against actual expenditure and income. Amendments to the budget will be discussed by the SMC and changes minuted

4.2. Income and Expenditure

- 4.2.1. The Treasurer will provide regular updates of income and expenditure throughout the year. Significant underspends or overspends will be brought to the attention of the SMC and action taken to address any discrepancies

4.3. Accounting and Audit

4.3.1. The Treasurer will complete the annual financial statements of the Shed and will submit and report on them to the members during the AGM

4.3.2. An Auditor will be appointed by the SMC and his report will be submitted to members during the AGM

4.4. Banking Arrangements and Cheques

4.4.1. The SMC banking arrangements, including the Bank Mandate, will be made by the Treasurer and approved by members of the SMC. They will be reviewed regularly for efficiency

4.4.2. Payments will be signed by the Treasurer and one other of the authorised signatory members of the SMC

4.5. Assets

4.5.1. The Treasurer will ensure that an appropriate and accurate record of Assets is maintained by the SMC. It will be reviewed at least annually, in conjunction with a health and safety inspection of assets

5. Insurance

5.1. Following the annual risk assessment the SMC will review the level of insurance cover and ensure that it is adequate and appropriate for the activities of the Shed

6. Risk Assessment

6.1. A risk assessment will be undertaken annually of all of the facilities and activities in the Shed and a report will be submitted for consideration and action by the SMC.

7. The Secretary

7.1. The Secretary will act as the Proper Officer of the Shed and he will sign documents on behalf of the SMC and issue agendas and notices of meetings; receive and distribute documents on behalf of the SMC

7.2. The Secretary will take a minute of all meetings of the SMC and of the AGM

8. Sub Committees and 'task and finish' groups

8.1. The SMC may, from time to time, set up sub committees and sub groups to undertake particular task and finish activities. The SMC will set their Terms of Reference and allocate a budget where appropriate

9. Bylaws

9.1. These and any other bylaws will be reviewed annually by the Secretary and the Chairman, and any amendments will be decided by the SMC

9.2. During the course of meetings of the SCM the Chairman's decision as to the interpretation of the bylaws will be final

9.3. The SMC may resolve to suspend a bylaw, in order to progress the business of the SMC and such decision will be included in the minutes. The suspension will not be taken lightly and it will be time-limited

These bylaws were agreed by the Shed Management Committee and approved by the Trustees at a meeting held on 20 September 2014.
Modified version approved on 6 June 2017

Policies and Procedures of the Shed Management Committee

These Bylaws are further amplified in the following pages where the policies and procedures of the SCM are described in some detail. This 'policies and procedures' section does not form part of the Bylaws and will evolve and probably be expanded from time to time as such it provides guidance of what needs to be done rather than being laws as to how it should be done

Men in Sheds MK

Policies and Procedures of the Shed Management Committee

Membership

1. The Committee will develop procedures whereby potential members might seek admission to the shed and that any special needs that they might have can be considered
 - 1.1. The SMC has prepared a policy document as guidance for considering applications for memberships by people with special needs
 - 1.2. Membership will be restricted to those over 18 years of age. Under 18s may be admitted to the Shed on an occasional basis if under close adult supervision but they will not be permitted to undertake Shed activities.
2. The Committee will create and process records of membership and publish a definitive roll of current active members each year before the Shed AGM
3. People will be considered to be current active members if they have signed into the Shed in the previous twelve months and have paid their subscriptions during that period
4. The Committee will establish arrangements for members to record their attendance at the Shed
5. The Committee will, from time to time, review and determine the rates of subscriptions
6. The Committee will establish policies that aim to ensure that The Shed complies with the provisions of the Data Protection Act
7. The Committee will take reasonable steps to ensure transparency and that members and other interested parties know what is going on

Facilities in the Shed

1. The Committee will determine the hours during which the Shed is regularly open. These will be reviewed from time to time.
2. The committee will establish plans for the physical layout of the various activity areas in the Shed; these will be subject to periodic review and confirmation
3. The Committee will plan and oversee arrangements for the location of equipment and materials in the Shed
4. The Committee will endeavour to ensure that all equipment in the Shed is maintained in good working order
5. The Committee will plan and oversee the purchase, donation or acquisition of equipment and materials for the Shed in response to needs identified by members
6. The Committee will consider proposals for the assignment of time limited space for major projects. Any such proposals would need to provide a convincing 'business case' to justify the allocation of the space
7. The Committee will develop systems so that, on the advice of members active in any of the work areas in the shed, "wish lists" are developed for future development(s) and for the purchase of new equipment

Health and Safety

1. The Committee will develop procedures that aim to manage all aspects of safe conduct by members when working in the Shed, these will include procedures to:

- 1.1. monitor signing in and signing out of the Shed
- 1.2. maintain clear walkways to exit points
- 1.3. encourage the use of personal protection equipment
2. The Committee will establish procedures to ensure that all members understand their personal responsibilities for using tools and equipment in a safe manner so as to protect themselves, other members and the facilities of MiSMK
3. The Committee will develop procedures for the accreditation of members who wish to use the more powerful free standing equipment in the workshop areas
4. The Committee will develop a regimen of PAT testing for electrical equipment
5. The Committee will develop and monitor procedures for dealing with accidents
6. The Committee will develop and monitor a policy to manage people working in the shed on their own
7. The Committee will plan for the provision of fire safety equipment and will monitor the routine testing of such equipment
8. The Committee will develop guidance and procedures to ensure the safety of any children or young people attending the Shed

Security

1. The Committee will establish a system of key holders who will be able to open and close the Shed
2. The Committee will establish procedures that aim to ensure that all materials, tools and project work entering or leaving the Shed will be authorised and such movements will be recorded
3. The Committee will develop arrangements for the allocation of space for the storage of member's work in progress
4. The Committee will develop security procedures for the locking of all doors as the Shed is closed
5. The Committee will develop procedures for checking the power down of all heaters, lights and kitchen appliances as the shed is closed

Finance

1. The Committee will develop arrangements for preparing and approving estimates for future expenditure
2. The Committee will develop procedures to approve payments by the Shed
3. The Committee will develop systems to maintain records of income and expenditure and the Treasurer will, from time to time, provide financial reports for the Management Committee and an audited finance report to the AGM
4. The Committee will actively seek ways in which income, additional to our subscriptions, might be achieved

Annual reports

The Committee will establish arrangements to prepare and publish annual reports that confirm with the guidance published by the Charities Commissioners in their SORP guidance notes