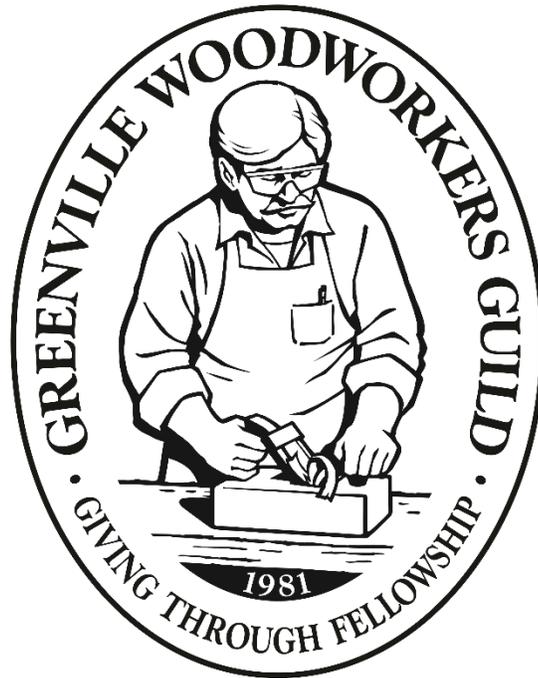


New Members Guide

Greenville Woodworkers Guild

February 28, 2017



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Welcome to the Guild

We are all glad you have decided to join us in carrying out the mission of the Guild. We hope this guide will make it easy for you to integrate into the organization and contribute to our mission.

Why do we provide this Guide to New Members?

For someone not familiar with the operations of the Guild, it can be frustrating to try to understand the organization and how we “do things around here”. We are a large organization so there are a lot of rules, guidelines and customs, some written and some just the “way we do things”. This guide will help you understand what some of our ways are and in many cases why we do things the way we do.

Why does the Guild exist?

The Guild’s mission to:

- **Educate our members in the art of woodworking**
- **Help our members become better woodworkers.**
- **Elevate public knowledge in woodworking as an art.**
- **Help charitable causes through our woodworking skills.**

This has been our mission for many years and it does not change. However, how we carry out the mission does change from time to time.

How do I play a part in the mission?

Let’s take each part of the mission separately and define how you fit in.

Can we start with our mission to support Charitable Causes?

The Guild is organized as a 501-C3 non-profit organization under South Carolina law, with a charter that is granted and renewed annually by the Secretary of State of South Carolina. There are no paid employees in the Guild; everyone is a volunteer.

So, what does this mean to me?

First, we are here to do projects that benefit other organizations in the upstate region of South Carolina. Projects are vetted and approved by the Board of Directors following Guild Policy 10. You are expected to volunteer to help build projects from time to time as part of your individual investment in the Guild. An e-mail solicitation for assistance will be sent out when volunteers are needed. Occasionally, we get a request that must be delivered on a tight timeline. In this case, a team may be formed quickly to meet the timeline.

You can gain a lot from these projects. First, you can of course get the satisfaction of giving back to the community. You can also learn from more experienced woodworkers and you can get to know other members.

What about “educate our members” and “help our members become better woodworkers”?

This is accomplished in two ways:

1. We hold classes and teach woodworking skills. See more about this in the section on Mentoring classes on page 7 of this Guide.
2. The more frequent way we do this is by one on one discussions, and by help and advice in the shop. The Shop Supervisor also is there to help members.
3. The main focus of our monthly meetings is to have interesting presenters demonstrate woodworking techniques of interest to the entire membership.
4. From time to time, we organize seminars on specific subjects for additional learning opportunities. These usually require the payment of a fee for attendance and many times include a meal.

Promote the art of woodworking in the community?

Yes, several times each year, the Guild participates in local activities that allow us to demonstrate our art to the community. For example:

1. Roper Mountain Second Saturday program for Greenville county school children.
2. Visits to schools to meet with career and/or art groups.
3. Presentations to Greenville Tech students.

What do I have to do to get into the shop and start making something?

First, some basics. Here’s where the rules start to come into play:

Shop Hours of Operation

The shop is normally open from:

9:00 AM – 9:00 PM Monday – Friday

9:00 AM – 5:00 PM Saturday

On a rare occasion, a shift will not be taken by any of our more than 40 supervisors. In that case, the shop will be closed. Supervisors are allowed to use the shop when it is otherwise closed.

Project Limitations:

1. Projects must be of the following type to be allowed:
 - a. Charitable project (sanctioned by the Board of Directors).
 - b. Guild project, something that will be used in the shop or elsewhere in the Education Center.
 - c. Personal project.

2. Any work that will result in a profit for the members is NOT allowed and is in disagreement with our charter granted by the state of SC.

Before you began your work.

1. Each member must sign a Liability Release form before doing any work in the shop. These Releases must be renewed (a new one signed) each September.
2. In addition to the Liability Release, each member must have a picture made by the supervisor. Pictures are stored in the Shop User Database to aid the supervisors in identifying members in the shop.
3. Members must be “certified” on any machine they use. If you use a machine that you are not certified to use, you will be asked to leave the shop and your privileges will be revoked for a period of time.
4. The **first three certifications** must be Shop Rules (see appendix A Page 9 for a copy), Dust Collection, and First Aide. These usually require less than a half hour to cover. You must have these three completed to certify on any of the other machines or to take a class. The supervisor on duty can take you through this process.

Now we can move on to the more interesting machines.

Back to Certifications; you **must be certified** to use any machine in the shop. This can be accomplished in one of three ways:

1. Some machines can be covered by the supervisor on duty - assuming the supervisor has the necessary time available - because they are the more simple machines; there is no class for these and they don't require a lot of time. Examples are: Sanders, Miter Saw, sanding table, drill press and etc. Some more complicated machines are also possible but taking a class is preferred. Some of these are Table Saw, Mortise machine, Line Boring Machine.
2. A few machines require that you take a class before you use them. Examples are the lathes, Festool, Powermatic Sander.

So where should I start to get certified?

The best is to approach it from a project standpoint; get certified on a machines as you need it for your project. If you try to do too many machines at a time, you just forget the details before you need to use it.

A word about the supervisor's role in certification.

The on duty Supervisor is responsible for the entire shop. If you need certification, you can ask them to train and certify you but realize supervisors have a lot going on and may not be able to spare the time. This primarily depends on how busy the shop is.

What is the role of the Supervisor and how do they carry it out?

Supervisors are volunteers. They normally cover 2 or 3 four hour shifts per month. You can identify the supervisor by the yellow vest they will be wearing.

The Supervisor's primary responsibility is to ensure the safety of the members and guests in the shop. They have sole responsibility; other Guild officers are subordinate to the supervisor in the shop. If the supervisor tells you not to do something, that is the final word, no exceptions. They have the experience to make the judgment calls for safety of people and the machines.

In addition to their primary role, the supervisors also perform the following tasks:

1. Open the building in the morning and close it at night.
2. Repair machines that need it during their shift.
3. Introduce visitors to the Guild by giving tours and explaining the membership process.
4. They collect dues, class payments and lumber payments.
5. Verify that each member is certified on the machines they use.
6. Take pictures of members for the Shop Users database.
7. Monitor the dust collection system and ask members to empty the barrels.
8. Check members onto and off machines that require inspection before and after use (i.e. lathe, Festool or Powermatic sander). Advise members in techniques and safety.

How members should treat the supervisor in the shop.

Members should respect the Supervisor's authority and follow their direction; they have your best interest in mind. Supervisors prefer you ask their advice before trying something rather than have to deal with the results of a bad decision or an accident.

Are there any priorities in the shop?

Yes, they are simple and almost never needed but they do exist. They are as follows:

1. Charitable projects including the Toy program
2. Guild projects
3. Personal projects

In addition to these, if you need a machine for a long period, it is common courtesy to occasionally take a break and allow others to use it for a few minutes. Good judgment on this makes for a better functioning shop for all.

What about buying lumber?

Lumber is available in the lumber room for sale to members only. This is another of those rules based on our certification by the state of SC.

To buy lumber, take a brown envelope, put your name and date on it. When you have chosen the boards you want, list them individually and total the amount. You can pay by check, cash or the supervisor will process your credit card transaction. Drop the envelope with the cash, check, or credit card slip in the slot without sealing it. That's all there is to it.

One more thing. The lumber team receives, inventories, prices and stocks the lumber in the correct location. **Please restack the bin correctly** when you have finished.

How do Mentoring Classes work?

How do we decide which classes to offer?

All instructors are volunteers; they prepare the classes and materials as well as teach on their own time without any compensation. Classes are planned when instructors are available to teach. While this is good for the Guild and the members, it does present a few challenges. There is no “curriculum” or planned sequence of classes. Classes are offered when instructors are available.

All classes are announced via e-mail broadcast and opened for registration on our members’ website gwgmembers.com. This method gives all members the same chance to get into a class. Some classes have pre-requisites which will be explained in the class posting and sometimes will be presented as a box to check when registering.

How to register for classes.

To register for a class, log into the site gwgmembers.com. There is a list of the first 8 classes on the left side of the page. To see all classes, go to the top of the page and click on Mentoring Classes and Events, and then on the Calendar view. From there you can select a class to see the details and register.

When registering, be sure to complete all of the steps. If the class has a cost, you will be offered the option of paying online. Paying online simplifies the process for the Guild but if you prefer, you can make your payment by placing it in a lumber envelope and dropping it in the payment slot in the shop. You will get a confirmation e-mail when you have completed the registration process, even if you choose to pay later.

Cancelling a class

Most classes will have the option of a wait list. If you are registered for a class and cannot attend, please send an e-mail to gwg.classes@gmail.com in time for the administrator to cancel your registration and move someone from the wait list into the class. If you do not cancel a class at least 48 hours before the start of the class but fail to show up, you are still obligated to pay the fee.

Calling the shop or sending an e-mail to any other e-mail address will not constitute a cancellation.

Monthly Meetings

What is the purpose of Monthly Meetings?

The Monthly Meetings have several purposes. They allow the organization to get together to socialize, to conduct the business of the Guild and to present woodworking topics.

When are the meetings held and what time do they start?

The meetings are held the first Monday night of each month unless that date is a holiday. When the first Monday is a holiday, the meeting is held on the second Monday night of the month. Meetings start at 6:30 PM and usually are over by 8:30 PM.

What is the agenda?

1. Welcome visitors and new members.
2. Announcements
3. Show and Tell (members show and tell about projects they have completed).
4. Break (a time to mingle, look at the projects and just get to know other members)
5. Program (usually a presentation on woodworking techniques)
6. Adjourn

General Safety Procedures

Greenville Woodworkers Guild (GWG)

NOTE: Failure to comply with these procedures can result in the loss of shop privileges.

1. Read and follow the instructions in GWG policy "Use of the Guild Woodworking Shop" (Policy no. 7, adopted 4/12/04 - <http://greenvillewoodworkers.com/DirectorsManual.htm>).
2. This document does not replace the specific safety and operation instructions associated with individual machines or the shop environment. **Note: Eye protection is required to be worn for all activities in the shop. While hearing protection is recommended while in the shop, it is required when using a router and the panel saw.**
3. It is the responsibility of all members to observe and help to enforce the safety rules of GWG. If you observe an unsafe act, notify the supervisor immediately.
4. Always comply with the directions and requests of the shop supervisor. You must have "GWG certification" on each machine before using it. If you are not familiar or comfortable with the operation of a machine, consult the supervisor.
5. Do not disturb anyone when they are using a machine. Wait until machine is stopped before getting their attention unless an unsafe act is being used.
6. Check to see that work areas are clean, with no loose items on the machine or on the floor around the work area. Be aware of electric cords and air hoses.
7. Inspect equipment prior to use to insure proper operating condition. Guards are not to be removed or disabled. Notify supervisor if problems are found.
8. Be aware of any fire hazard. Aerosol cans and other spray devices must be used OUTSIDE the building with any doors in the immediate area closed. Rags and brushes used in finishing are to be placed in the bucket designated (RAGS/BRUSHES). Make certain that water covers the material placed in the bucket.
9. Smoking is allowed only in designated areas outside the building. Dispose of butts in the containers.
10. Wear proper clothing. Loose clothes, especially sleeves are to be avoided. Shoes should have good traction and offer some protection from falling objects. Long hair should be secured out of harm's way. Jewelry should not be worn while operating machines, especially lathes.
11. Know the location of all exits, fire extinguishers, First Aid kit, and defibrillator. Notify the supervisor immediately of any injury especially if blood is drawn.
12. Do not use the shop when excessively fatigued or when under the influence of drugs or alcohol. Recent changes in prescription medication that could affect level of alertness require some consideration.
13. Do not leave any machine that is running unattended. Wait at the machine until the blade/cutters have totally stopped. Always maintain "3 inches" between fingers or body parts and any blade or cutter. Use push pads and handles to control material through a cut on a machine.
14. Maintain a clean shop. Members are responsible for cleaning the machines they use and the areas around them. All hand tools are to be returned to their proper locations, and all remaining material is to be disposed of or removed from the shop.
15. Notify the supervisor of any damaged or improperly operating equipment and tools.