



Membership Handbook

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1. Membership Policy

London Green Wood (LGW) is a member-run cooperative and a community of green woodworkers based at Hackney City Farm. Our aim is to encourage craftyness, creativity and self-reliance in everybody. From our outdoor woodland workshop, using wood felled locally, we bring heritage crafts to the heart of the city and make basic woodcraft skills available to all. We use hand tools and green wood straight from the log.

Members can expect regular access to the workshop space, opportunities to develop the space and participate in the development of the cooperative.

Eligibility for membership

Membership is open to anyone who:

- Is 18 years old and over.
- Is physically and mentally able to work safely and independently in the workshop.
- Has sufficient woodwork skills to be able to work safely and independently in the workshop (has either completed a LGW Intro to Green Woodwork course or has been assessed through the new members process).
- Supports the aims of LGW (see the Code of Conduct for our aims).

An annual membership fee will be agreed at the Annual General Meeting (AGM) and will be payable by all members. Membership will begin as soon as the membership form and first annual payment has been received. A list of all members will be kept by the Membership Secretary.

Benefits of membership

- **Access to the LGW workshop**
Our cooperative workshop is currently open to members every Wednesday, Thursday and Friday, and the first weekend of each month (10am-4pm). We are usually open additional Saturdays but these vary month to month. Opening hours may vary depending on availability of keyholder members, park opening hours and extreme weather conditions.
- **Discount on courses**
Members who would like a woodwork skills recap are offered a 50% discount on Intro courses and on mid-week one day courses.
- **Bringing friends and family**
Members may bring a friend or family member to use the workshop at a rate of £5/day, providing that member is able to supervise them.
- **Insurance**
LGW insurance covers members to teach or demonstrate at any venue across the UK. LGW Directors must be aware of any activities taking place using LGW insurance, these must be not-for-profit and must fit with the aims of LGW.

Other opportunities for members

- Members can sell their work through the LGW online shop and at events.
- Members can take on paid work from LGW on a self-employed basis, for example facilitating have-a-go sessions at community events.
- Members who are able to take responsibility for keeping workshop users and the public safe and commit to opening the workshop during a regular slot can apply to the Directors to become Keyholders.
- Key-holding members can use the workshop to teach courses that fit with the aims of LGW: either on a non-profit basis at the LGW hourly rate, or on a for-profit basis operating under

their own insurance with a per head workshop contribution to LGW.

- Keyholders can use the workshop at any time during Hackney City Farm opening hrs (except during sessions with children, young people or community groups that may require exclusive use of the workshop).
- Members can put themselves forward to become Directors of LGW at the AGM elections.
- Members can attend LGW Directors' meetings as an observer without voting rights.
- Members are invited to contribute to the development of the cooperative through attending meetings or by making suggestions the Directors.

Fees

Membership fees are to be paid in an annual*, non-refundable subscription, to be paid in full at the beginning of the term of membership (12 months). Membership is may not be transferred. The membership fee will be reviewed annually by the Directors.

*Exceptions will be made for those who are unable to pay an annual fee. In such cases fees are to be paid in regular instalments as decided by the Treasurer and one other Director.

Cooperative membership

LGW is a members' cooperative. We aim to meet four times per year including an AGM. In accordance with the cooperative principle of democratic member control, each member shall have one vote on any question to be decided in a general meeting. A member who cannot attend a general meeting may appoint any person to act as their proxy and vote on their behalf. There is no obligation to attend any meetings, however we hope that members will attend general meetings and take an active interest in the operation and development of the cooperative and its business.

LGW will keep a register of members. Members should notify the Secretary within seven days of any change to their name or address.

Liability of Members

The liability of members is limited to £1. Every member of the cooperative undertakes to contribute to the assets of the cooperative in the event of it being wound up while s/he/they is a member or within one year of her/him/they ceasing to be a member. Each member's contribution shall not exceed £1.

Code of Conduct

All members and visitors must abide by London Green Wood's Code of Conduct.

Terms and conditions

- Each member must be approved by two Directors or Keyholders.
- Membership is automatically extended annually upon the payment of the membership fee.
- LGW reserves the right to cancel any session at any time if a Keyholder is unavailable or has to leave the workshop during a session.
- Opening hours are subject to change and we will provide three month's written notice of any changes where reasonably practicable.
- We reserve the right to cancel or suspend your membership without notice if you break the Code of Conduct or are using tools unsafely. We may refuse admission or ask you to leave if we reasonably believe that you have broken the Code of Conduct. No refund will be given if you are asked to leave in such circumstances.

Termination of Membership

Membership is terminated if the member:

- Dies;
- ceases to meet the cooperative's criteria for membership; or
- fails in the opinion of the Directors unreasonably to pay any fee or other monies due to the cooperative; or
- resigns in writing as a member of the cooperative to the Secretary; or
- is expelled from membership in accordance with LGW's Articles.

Removal of a Member

A member may be expelled from membership by a resolution of the cooperative stating that it is in the best interests of the cooperative that their membership is terminated. A resolution to remove a member from membership may only be passed if:

- The member has been given at least 21 days' notice in writing of the general meeting at which the resolution to expel them will be proposed and the reasons why it is to be proposed; and
- the member or, at the option of the member, an individual who is there to represent them (who need not be a member of the cooperative) has been allowed to make representations to the general meeting.

2. Code of Conduct

London Green Wood is an inclusive community where all members and visitors should feel welcome, and make each other feel welcome. We ask each of our members and visitors to abide by the following Code of Conduct.

Respect London Green Wood's aims

London Green Wood operates for the benefit of the community through our aims, which are to:

1. Create a welcoming and accessible green wood workshop for a diverse community of woodworkers.
2. Promote green woodwork.
3. Provide opportunities to learn traditional rural crafts to people living in the city.
4. Create opportunities for members to learn new skills and earn money from their skills (e.g. teaching or selling work).

Our culture

We are a community project as well as a woodworking project and we aim to create and maintain a working culture that is inclusive and welcoming. We are constantly reviewing how we can encourage participation and break down barriers. We will challenge discriminatory language and behaviour wherever we see it in the workshop and we will lead by example to create a safe and welcoming space.

Be safe

Always behave with due care and attention to avoid injury to yourself and others. Make sure you feel physically fit and mentally able to take part each time you use the workshop. Stop if you feel too tired or unable in any other way to work safely and encourage others to do the same (e.g. make a pot of tea). Please discuss with Keyholders any relevant medical information or history that may affect you in the workshop or may be needed in a medical emergency (e.g. relevant medication or side effects, allergies, diabetes, epilepsy).

Support each other and be patient

Be nice, support each other, teach what you know. If you see someone struggling, offer to give them a hand and respect them if they decline. Be tolerant: what is important to you might not be important to someone else, and vice versa.

Be open to advice, especially if someone else has safety concerns about the way you are working. Try not to respond defensively. We all need to be open to continued learning for this space to work.

Accidents, injuries or breakages

Help us to run a safe space by reporting any accidents, injuries or breakages. If you see someone using equipment or materials in an unsafe way, politely make them aware of it, or report it.

Please tell us about all injuries and accidents, however small, this helps us to make the workshop a safer place.

Respect the space and the work of others

You are responsible for learning what you need to so that you can use the space safely. Use the space, equipment and tools in consideration of the people around you and leave things as you would hope to find them. Respect the work of others and treat it with care.

Respect other people

Respect people's gender, gender identity and expression, sexual orientation, disability, physical appearance, body size, race, or religion. Respect people's opinions, background and their abilities. We do not tolerate harassment of people at our events or space in any form.

Welcome members of the public

Our workshop is in a public park and by working here you are also demonstrating green woodwork. All members of the public are welcome to visit the workshop so long as they are not under the influence of drugs or alcohol and do not handle tools or harass others in the space.

Exceptions and exclusions

In order to maintain a safe space we will not work with:

- unaccompanied under 18s,
- those under the influence of drugs or alcohol,
- those on medication which has side effects which makes it unsuitable for working with tools (this would be decided with the participant),
- those who are physically or mentally unfit to take part (this would be decided with the participant),
- those who are not able to respectfully work alongside others.

Enforcing the Code of Conduct

It is the responsibility of each individual to respect and enforce this code. If an issue cannot be resolved at an individual level, this should be raised by contacting a Keyholder or Director.

Ask us anything, tell us everything

To report something, make an enquiry, send feedback or submit a complaint you can talk to a Keyholder or Director in person or email whittle@londongreenwood.com.

3. Cooperative Values and Principles

Credit: Radical Routes



A co-operative is a group of people that gets together to organise collectively for mutual benefit. *Work, housing, services, pubs and social centres can all be co-operatively owned and managed.*

Co-operatives are based on the **VALUES** of *democracy, self-help, self-responsibility, equality, equity and solidarity.*

In the tradition of the Rochdale Pioneers, co-op members believe in the **ETHICAL VALUES** of *honesty, social responsibility, openness and care for others.*



Bees - a traditional symbol of industry and co-operation.

THE PRINCIPLES

1. Co-op membership is open and voluntary.
2. Co-ops are controlled only by their members, who each have equal control.
3. All members have a fair stake in the co-op. Investment does not give control and only gives a small return.
4. Co-ops are autonomous and independent self-help organisations.
5. We educate and train members so they can contribute to the co-op. We also inform the public about the benefits of co-operation.
6. Co-operation among co-ops benefits members and the wider co-op movement.
7. We act with concern for the wider community.

For more information about co-ops contact Radical Routes - a network of radical housing co-ops, workers' co-ops and social centres committed to positive social change:



www.radicalroutes.org.uk



4. Summarised Risk Assessment

- Only designated Keyholders who can take responsibility for other users of the workshop and the public can open up the workshop.
- Tools are never left unattended in the workshop or at events.
- All tools must be sheathed and stored safely at all times when not in use.
- When in use all tools are kept visible on flat surfaces and never stuck into chopping blocks.
- Ask for help when lifting heavy objects.
- All tools must be sharpened before use.
- All new workshop members join an Intro course; or suitable induction session if they have prior green woodworking experience.
- Tools will not be lent outside of the cooperative.
- Full fingered gloves are not to be worn when working with tools, unless there is a medical reason to do so.
- No one may work with tools whilst wearing open-toed sandals or bare feet.
- No one may participate under the influence of drugs or alcohol.
- Members of the public may not handle tools during demonstrations.
- Lathes are set up facing a wall or fence.
- Users are turned away if the workshop is full.
- Fire's must never be left unattended. If the fire is lit water must be kept next to it to control it.
- Never touch a needle. Use a litter picker to pick it up and sharps disposal bin.

Maximum teaching ratios

Adult 1:12

Under 18s 1:6

5. Discounted courses for member

Basic skills revision

For members who want a recap on basic green woodworking skills – half-price booking onto an Intro to Green Woodworking course.

This offer is open only to members who have previously participated in our Intro to Green Woodworking course or who were regular users of the workshop prior to 2019. We supply a Morakniv 120 which we recommend to all members. These discounted places are for members only and not refundable or transferable.

One day courses

Half-price booking for members onto any mid-week one day courses to develop their skills, eg. Spoon Carving, Bowl Carving and Bowl Turning. This does not apply to courses run by guest tutors. These discounted places are for members only and not refundable or transferable.