



# Standing Rules

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**Definitions of Terms: “CS” means CreatorSpace, “Board” means of Board of Directors, “Business” means any activity or enterprise entered into for profit.**

## I. Membership Types

### A. General Members

1. Members are required to pay dues monthly.
2. Members agree to support the purposes of CS, and abide by the rules and bylaws.
3. Members must have a signed accident waiver on file with CS.
4. Members must keep contact information updated.
5. Members must have a signed acknowledgement of the Harassment Policy on file.

### B. Voting Members

1. Voting Members are **any** Members who have requested Voting privileges, **by filling out the required form**, and who have been approved by a majority of the Board (See full qualifications below, §II).
2. Only Voting Members may become Officers or Directors of CS.

### C. “Key Holder” (24/7) Members

1. **“Key Holder” Members** meet all requirements of general membership, **have been a member for more than one month, have requested** privileges, and **are** approved by a majority of the Board.
2. **“Key Holder” Members agree to follow all “Closing” procedures set forth by the Board when they are the last Key Holder leaving the workshop.**

### D. “Plus One” Members

1. Any member, heretofore referred to as the Sponsor Member, may submit to the Board any guest with which they have a substantial or significant relationship to for approval as a “Plus One” Member.
2. All prospective “Plus One” members must meet all requirements for General Membership.
3. All approved “Plus One” members are required to pay dues at 50% the established member rate.
4. The Board may hold Sponsor Members accountable for the actions of their respective “Plus One” Member.

### E. Student/Educator Members

1. All prospective Student/Educator Members must meet all requirements of General Membership.
2. All prospective Student/Educator Members must submit to the board a valid student ID.
3. All approved Student/Educator Members are required to pay dues at 50% established rate

### F. Miscellaneous Members

1. The Board may establish other Membership Levels or Roles, not delineated in this document, throughout the course of normal operation with the understanding such Levels and/or Roles will be included in the next iteration of this document.

### G. Guests

1. Guests are welcome at Open House Meetings for free.
2. Guests are not allowed to use large power tools without Member assistance.
3. Guests must have a signed accident waiver on file with CS.

4. Guests are encouraged to provide contact information and to receive emails.
5. Minors (under age 18) must be accompanied at all times by a parent or responsible adult guardian.

## II. Membership Rules

### A. General Rules

1. Membership is reserved for Individuals 18 years of age and older..
2. Any Member that wishes to use the resources of Creatorspace for business interests (see definition above) must obtain Board approval.
3. No member shall use the following in the manner outlined below:
  - a. Creatorspace's physical or mailing address as their physical or mailing address.
  - b. Any Creatorspace phone number as a method of direct individual contact.
4. All Creatorspace Equipment (owned, leased, or otherwise) use is first come first serve.
  - a. Scheduled classes have priority with use of equipment.
  - b. Equipment may be excluded from use during Member and Open House Meetings by Board discretion.
5. There are no implied expectations that equipment will be in working order or available to meet Member's immediate needs.
6. Creatorspace makes no express or implied guarantee as to the quality of work created at Creatorspace
  - a. Creatorspace cannot be held liable for flaws or failures of, or relating to, projects made at Creatorspace.
7. There is no expectation of privacy for development of ideas at Creatorspace.
  - a. No Member of Creatorspace, acting on behalf of Creatorspace, shall be held to sign, witness, or agree to any Non-disclosure agreement (NDA) or confidentiality agreement (CA).
  - b. Any member of Creatorspace may, as an individual distinct from Creatorspace, sign, witness, or agree to any Non-disclosure agreement (NDA) or confidentiality agreement (CA) pursuant to any arrangement between members acting as individuals.
8. Any Member may solicit help on a project from other Members with needed skills.
  - a. Arrangements between Members is between them individually ,and not Creatorspace.

### B. Requirements for Induction of Voting Members

In order to become a Voting Member of CS, the following criteria must be met:

1. The applicant must complete and sign a CS Voting Membership Application.
2. A majority of the Board of Directors of CS must review and approve the application.
3. The applicant must have showed willingness to support and participate in the goals of CS.
4. The applicant must have participated in CS for at least 3 months.

### C. Membership Dues

1. Dues are \$40.00 per month for Members.
2. Dues must be paid by a method approved by the Treasurer.
5. Donations may be used in lieu of dues only after approval by a majority of the Board and only for a specified period of time.
6. The Treasurer shall be responsible for accepting and keeping track of dues.

### D. Member Storage

1. In addition to monthly dues any member may acquire any of the following storage options. provided they are available.
  - a. Storage Lockers: folding lid or 2x2x2 ft. space on storage shelves are \$10 per month per unit and must be approved by a majority of the Board.
  - b. Workbench: Creatorspace provided 4x2.5x5 ft. (10 sq. ft.) or Board approved equivalent are \$40.00 per month and must be approved by a majority of the Board.
  - c. Advanced Workbench: \$100 per month and must be approved by a majority of the

Board.

2. Additional storage and rate must be approved by a majority of the Board.
3. Dues shall be paid within 30 days of first payment or subsequent payment.

**E. Suspension of Membership Rights**

1. Failure to pay dues in a timely manner will result in suspension of general member rights, voting rights, and/or suspension of Access-to-Workspace.
2. Repeated actions by a member deemed dangerous, destructive or negligent by a majority of the Board will result in suspension of Access-to-Workspace.
3. Any other action deemed an inappropriate use of the property by a majority of the Board will result in suspension of Access-to-Workspace.

**F. Restoring a Suspended Membership Rights**

1. In order for a suspended membership to be restored, the following criteria must be met:
  - a. The member must have become active for 2 months, including payment of Membership dues.
  - b. The member must request a change of status to the CS Board and a majority of the CS Board must approve the member's request.

### **III. Meetings**

**A. Annual Meetings**

1. The Date, Time and Location of Annual Meetings will be set by the 3rd Tuesday of January.
2. The Agenda of the Annual meetings must include the following:
  - a. Vote for Directors and Officers
  - b. Vote for modifications to Bylaws if needed
  - c. Reports on finances & goals
  - d. Review of the accomplishments, goals and direction of CS

**B. Periodic Status Meetings**

1. Status Meetings provide a review of status and progress on our stated goals **and** provide the opportunity to readjust goals as needed.
2. At least 3 Status Meetings will be held during the one (1) year interim between Annual Meetings, at roughly three (3) to four (4) month intervals.

**C. Open House Meetings**

1. Open House Meetings are held every Tuesday Night from 7pm till 9:30pm.
2. Open House Meetings are open to the public, free of charge
3. Open House meetings may be suspended by either a majority of the board or by decision of the President

**D. Member Meetings**

1. Member meetings are held every Monday from 7pm till 9:30pm.
2. Member meetings are not open to public.
3. Open House meetings may be suspended by a majority of the board
4. Members are allowed to bring guests to Member Meetings.
5. Access to facility, by members other than "Key Holder" Members, during other times is by prior arrangement only.
6. Member Meetings may be suspended by a majority vote of the Board.

### **IV. Donations**

**A. General Rules**

1. All donations to CS become the property of CS to do with as needs arise, as determined by a majority of the Board of Directors.

2. All monetary donations are collected by the Treasurer.

### **B. Non-Monetary Donations**

1. All non-monetary donations must be submitted for approval by a majority of the Board of Directors.
2. Any non-working donation needs to have an advocate (Member) to support the need for the donation. The advocate will be responsible for the repair of, and for raising the funds to repair the donation. A timetable of the repairs must be provided. If no one is prepared to answer these questions to the satisfaction of the Board, then the donation will be refused, or will be accepted and sold to raise funds.
3. If a donation receipt is provided, the donor will place a value on the receipt, not CS.

## **V. General**

### **A. Personal Responsibility**

1. Members will not use tools in a dangerous manner or without proper knowledge. Members should seek appropriate guidance before using tools with which they are not familiar.
2. CS will not be responsible for any personal items lost, damaged or stolen at CS.
3. Personal tools will be clearly marked (color coded) for personal or public use. Tools not marked or stored in private lockers will be considered available for public use.
4. Tools, projects, or property clearly marked as "personal" or stored in an appropriate locker shall NOT be used by the public or other CS members. Violation can result in suspension of membership.
5. All personal tools left at CS must be appropriately stored or removed when a project is completed or is no longer being worked on.
6. At all times, minors must be accompanied by an adult and are the responsibility of that adult to keep them safe and out of harm's way, including out of the way of other members.
7. It will be the responsibility of the Member to police their messes and work area.
  - The Board places special importance to having a clean working environment on the day of Open House Meetings.
8. Any member seeing an unsafe condition must report it to a Board member or take care of it themselves.
9. CS is not a store room. Property left on the premises after a request for removal by CS Directors will be considered "abandoned" and disposed of in whatever manner necessary.

### **B. CreatorSpace Property**

1. CS maintains a community workspace. Please respect other member's needs.
2. Individuals may donate the USE of their tools or other property without donating the ownership of the property to CS (i.e., tools on loan). Such tools should be clearly marked with the owner's name if possible. CS is not responsible for damage or loss of this property. This property may be removed by the donor at any time.
3. Members will not misuse or abuse tools owned by CS or donated for public use. Any damage must be reported to a Board member.
4. CS maintains an inventory of consumables and supplies for Member's use. If there is any doubt about ownership, ask a Board member.
  - Members are expected to respect the quantity of CS provided consumables by not using them to excess and/or contributing to the replacement of consumables.
  - Members with concern as to whether their use constitutes a reasonable definition of excess should consult the Board before initiating use.
5. CS tools and property may not be removed from the premises under any circumstances unless specifically authorized by a Board member. Board members shall notify a majority of the Board

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if they give such permission for any reason.