

MWTMC Membership Standing Rules

Standing Rules are subject to change at the discretion of the Board of Directors

Article I: Membership

Section 1: Membership Types, requirements, privileges

Standard Member

Requirements

- Members must be sponsored by an existing member or member of the Board of Directors
- Membership dues are USD \$25/month, using a method deemed acceptable by the Treasurer (Normally recurring PayPal membership unless another recurring payment is arranged).

Privileges:

- Use of MWTMC space when a key carrying Board Member or Membership Evangelist is present
- Membership in MWTMC mailing list, and an MWTMC Google for Work account for collabo

Sweat-Equity Member

Requirements

- Sweat-Equity membership is an option for members who volunteer above and beyond normal expectations, and to whom the membership dues would be a financial burden.
- Sweat-Equity Members must be nominated and sponsored by a member of the Board of Directors. The nominating board member must make a case to the Board of Directors based on need and exemplary service. This nomination must be approved by a Board vote.
- Sweat-Equity membership must be revisited yearly by the Board of Directors.

Privileges (Same as Standard Member):

- Use of MWTMC space when a key carrying Board Member or Membership Evangelist is present
- Membership in MWTMC mailing list, and an MWTMC Google for Work account for collabo

Membership Evangelist

Requirements:

- Existing Standard Member
- Selected by the Board of Directors

Privileges and Responsibilities:

- Carries a key to the building and is responsible for ensuring it is locked and unlocked appropriately.
- Identifies good potential membership candidates and encourages attendance

- Helps ensure cleanup and shutdown procedures are followed appropriately
- Assists during functions

Section 2: Membership induction procedure options

- Potential member nominated by existing member and approved by a member of the Board of Directors (quorum not required).
- Potential member signs up for recurring dues payment

Section 3: Restoring Membership

Lapsed Membership

- According to MWTMC Bylaws. Membership is considered lapsed after three months of non-payment of dues
- Lapsed memberships may be restored to memberships in good standing by paying missed dues, or by approval of the Board.

Cancelled Membership

- If Membership was cancelled by Member, it may be restored without board nomination by restarting the Membership dues subscription payments.
- If Membership was cancelled due to non-payment of dues, membership must be reinstated according to the process for new members.
- The board should be informed of the reason for cancellation of the original membership.

Cancelling Membership

- Members wishing to cancel their MWTMC membership should discontinue their dues payments and inform a MWTMC board member of their intention.
- Members are responsible for cancelling their dues payment subscriptions in a timely manner - no refunds can be issued for dues paid in error.
- Member should return keys and any MWTMC property in their possession as soon as possible
- Keys should be returned in person to an MWTMC board member.

Article II: Expenditures and Reimbursements

Section 1: Process

Preferred

- Preferred way to purchase is by raising earmarked donations from interested members
- Funds are donated to MWTMC, earmarking them for specific purchase (by attaching note or emailing the Treasurer)
- MWTMC Treasurer buys purchase using MWTMC account

Pre-Approval

- With pre-approval by Board , MWTMC members may purchase items with personal funds and get reimbursed by MWTMC.

- Receipts must be saved and submitted to Treasurer in order to obtain reimbursement.
- Treasurer will issue check or electronic transfer

Post-purchase Approval

- If approval is not obtained in advance, reimbursement must be approved by vote - more than 2/3rds of a quorum of Board members must approve expenditure.

Sufficient funds must be available in MWTMC accounts, and all other outstanding normal operating expenses must be met before reimbursements will be made.

Section 2: Approval

- Purchases required for the ongoing operation of MWTMC (such as rent, insurance, licenses, and utilities) do not require authorization and shall be made at the Treasurer's discretion.
- Purchases using earmarked funds donated for that purpose do not require approval as long as sufficient money has been contributed.
- Other expenditures must be approved in advance by a vote of the Board of Directors.

Article III: Meetings

Section 1: Robert's Rules

- Meetings follow Robert's rules of order, but not obsessively

Section 2: Schedule

- The Monthly Board of Directors Meeting is held on the second Saturday of each month at 10:00 am, however may be rescheduled by the Board as needed.
- Board meetings are open to members unless otherwise stated, however all attendees must respect the floor, or will be asked to leave.
- In case of circumstances beyond our control that make it difficult to attend the meeting, meeting may be cancelled by the President and rescheduled

Section 3: Virtual Attendance

Meetings may be attended via video or audio conference if available. Google Hangouts will be available for all Board Meetings if possible.

Section 4: Meeting Agenda

- Directors' reports, then member reports
- Vote on expenditures and policy changes (Old & New Business)
- Introduce and vote on new members

Section 5: Meeting Minutes

Minutes shall be taken by the Secretary or designee

Section 6: Annual / Special Meetings

Important matters such as major purchases, signing new leases, and adopting Standing Rules should be done at the Annual Meeting, or at a Special Meeting called for the purpose

Annual Meeting Agenda

- Review and vote on the Standing Rules and Policies of the corporation.
- Receive reports on the activities of the corporation.
- Approve the budget.
- Determine the direction of the corporation in the coming year.
- Election of Board Members

Special Meetings

The petition for a Special Meeting may be conducted by Email.

Article IV: Material

Section 1: Storage

- Members and guests can temporarily store their personal items at MWTMC.
- Items should be kept together in a box or bag labelled with owner's name.
- MWTMC assumes no liability for lost or stolen items.

Section 2: Long-term Loan

- Equipment can be left at MWTMC under long-term loan from the owner
- Items should be clearly marked as being on loan and from whom
- Owner should note what they loan to MWTMC on a Wiki page or MWTMC Google Drive document
- MWTMC will try to keep the loaned equipment in good condition but cannot be held responsible for damage or theft, unless other arrangements are written and agreed to by the MWTMC Board of Directors.

Section 3: Property Rights

Supplies and equipment left at or given to MWTMC becomes MWTMC property.

We will make an effort to honor the requests of the donors as far as the use and disposition of the items, however items that are not at least potentially useful for MWTMC interests and projects shall not be kept indefinitely.

Items deemed not useful to MWTMC members and projects may be:

- Sold (if item has non-trivial value)
- Given away to members or the general public
- Discarded

Once items are deemed unwanted and not saleable, members will be given adequate time to review the items before they are disposed of:

- Members get first dibs on the unwanted items
- Then items go on the public tables for anyone to take
- Remaining items can be recycled if possible or disposed of

Article VI: Shop equipment and tools

- Must have signed liability release for everyone that uses tools and shop equipment (including soldering irons and wiring tools)
- Even guests must read and sign release form, which will be available at the front desk
- People can only use tools and equipment that they are familiar with, can operate safely and correctly, and have received training on.
- Training classes are required before operating equipment
- People should use proper safety equipment like safety glasses
- Must clean up work area after use
- Must abide by shop rules as approved by the Board and posted in or near the shop and tools.