Member Handbook

These are the rules that govern our community.

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Introduction and General Rules

These are the rules of Bellingham Makerspace. The board may amend these policies at any time by majority vote in two successive board meetings.

These rules govern our members, and are supplemented by policies that apply to all members, guests, and visitors.

Structure

The makerspace is a community of dues-paying members with shared interests in making things and using tools. It is lead by a volunteer board, and is organized into volunteer-led interest areas (areas that use common tools or work with similar material, or that wish to achieve a common goal).

The makerspace community is varied and diverse, and that's the way we like it. We welcome anybody who is willing to abide by our Code of Conduct, regardless of gender, age, background, or ability.

General Rules

1. Be excellent to each other.
2. Leave things better than you found them.
3. Be mindful that this is a shared space, and treat it as such. Be kind, generous, considerate, and efficient.
4. When in doubt, ask someone.

Anything not explicitly defined in this handbook is fair game for improvement. If you can achieve rough consensus from staff and a viable proof of concept, then we'll give it a try.

Leadership

The makerspace leadership is best described as "loosely hierarchical do-ocracy".

Overall leadership is vested in the board, who then delegates to volunteer area leads, tool champions, and paid staff. That said, rough consensus and proof of concept are often the biggest drivers of change, and members are encouraged to work together to make the makerspace a place they want to be.

Board

The board is responsible for the safe, equitable, and ongoing operations of the community as a whole. It governs the commons spaces, and anything else not directly under the purview of a tool area.

The board:

- appoints area leads,
- resolves issues involving multiple interest areas, and
- hires and supervises staff,
- decides the general budget, and
- generally tries to keep us from burning the building down.

The board must conduct at least one public board meeting every 90 days, and may address other issues with votes conducted in Slack or in ad-hoc open/closed sessions as needed. Board meetings are conducted using a simplified form of Robert's Rules of Order.

The board consists of 4-9 volunteer members. All members in good standing are eligible to serve on the board. Board terms are 3 years with a minimum 1-year break before eligibility resets.

The board may remove any board member by 2/3 majority vote. Any board member may resign at any time with 24 hours written notice to the president or secretary.

Any member that misses more than 3 consecutive board meetings without written notice to the rest of the board shall be considered to have resigned from their seat, and may be replaced at the discretion of the rest of the board.

Positions

President

The president of the board acts as first among equals at space, and may represent the space publicly and in business dealings. They are responsible for ensuring that makerspace rules and policy are carried out and enforced equitably. They chair the board, set the meeting agendas, and have signing authority on all accounts. The president is selected by the rest of the board and serves a two-year term.

Vice-president

The vice-president succeeds the president upon their resignation or termination, and may temporarily assume the role of president if the president is unavailable. They chair meetings in the absence of the president, and may assume other duties as designated by the board. The vice president is selected by the rest of the board and serves a two-year term.

Treasurer

The treasurer is responsible for managing the makerspace's finances. They have signing authority on all accounts. They may assume the role of president if the president and the vice president are unavailable. They may nominate deputy treasurers to assist with duties as needed, but these deputies do not have signing authority.

The treasurer must, as a part of board meetings, present a financial report that details:

- the makerspace's current bank account balances,
- current member count, including a breakdown of new and departing members,
- a breakdown of revenue by category, and
- a breakdown of expenses by category.

The treasurer is selected by the rest of the board and serves a two-year term.

Secretary

The secretary keeps minutes of board meetings and publishes them for viewing by the membership. They are also responsible for managing organizational paperwork with the State of Washington and the Federal government. They may assume the role of president if the president, vice president, and treasurer are unavailable.

The secretary is selected by the rest of the board and serves a two-year term.

Directors-at-large

Directors-at-large are any board members without an officer position. They may present motions at board meetings and vote on all matters before the board.

Directors-at-large may take on additional tasks or chair sub-committees as needed at the discretion of the board.

Staff

The makerspace's paid staff act as the board's day-to-day representative in the space. The paid staff consist of one operations manager and one or more shop supervisors.

Operations manager

The operations manager is responsible for enforcing the makerspace's rules and policies. They are the primary point person on the maintenance and upkeep of common areas. They also:

- assist members and area leads with tool usage, maintenance, and training;
- onboard new members;
- bring issues and concerns in the community to the attention of the board;
- purchase supplies (under the supervision of the treasurer);
- interface with the public during public hours;
- open and close the makerspace during public hours;
- assist board members and area leads with supervising volunteers;
- manage shop supervisors;
- assist area leads with area upkeep, accepting donations, purchasing supplies, etc.; and
- keep the member management system up to date.

Shop supervisors

Shop supervisors assist the operations manager in carrying out the day-to-day operations of the makerspace. They are responsible for any tasks delegated to them by the operations manager.

Area leads

Area leads are the first-among-equals in their tool area, and are responsible for its safe and equitable operation.

Each tool area must have at least one area lead. Area leads are nominated by the operations manager and approved by the board.

Area leads are authorized by the board to:

- determine which tools are complex tools requiring additional training;
- set the curricula for safety training;
- organize safety trainings and area orientations for new members;
- define tool and supply placement in their area;
- define tool maintenance schedules and procedures;
- accept or decline donations for their area;

- nominate deputies, trainers, and tool champions; and
- spend area budgets via coordination with the treasurer and the operations manager.

Area leads coordinate with the operations manager for training changes, scheduling trainings, and organizing classes within their area. All area leads meet together with the operations manager at least once per quarter to sync and compare notes.

Area leads have no fixed term, and may resign at any time by notifying the board president or secretary in writing. The board may remove any area lead by two-thirds majority vote.

Tool champions

Tool champions are responsible for the maintenance and upkeep of specific tools within a tool area. They also assist the area leads in assembling the training criteria and documentation for those tools. They are appointed by and work under the supervision of the area leads for a given tool area.

Membership

In order to become a member of the makerspace, you must:

- be at least 16 years of age (with parental consent), or 18 years in your own right
- agree to abide by makerspace rules and policies, including the Code of Conduct
- not have had your membership previously revoked or terminated

If you meet these criteria and wish to become a member, great! Sign up on the membership website and attend a new member orientation session. Once orientation is completed, members will receive their key card for the space, and may use simple tools. Members may also register for additional tool area check-off classes following new member orientation.

Orientation

Orientation sessions are held on alternating Saturdays and Sundays.

- First and third Saturday orientations are held at 12:00pm
- Second and fourth Sunday orientations are held at 4:00pm.

To join an orientation session, sign up for one on Eventbrite. If your schedule doesn't allow you to attend an orientation session at that time, contact the operations manager.

Cancellation

Makerspace memberships are month-to-month, and may be cancelled at any time. To do so, log into the member system and click "Subscriptions", and then click the menu next to your membership tier.

Your membership will remain valid until the end of your subscription period (e.g., if your last payment prior to cancelling was on January 12th, your membership will remain valid until February 12th.)

Former members who meet the criteria for membership may rejoin the makerspace at any time.

Please note that tool authorizations and training for complex tools will only remain valid for 6 months following cancellation; if your membership has been cancelled for more than 6 months, you may be asked to retake orientation and tool training classes.

Membership Tiers

A basic summary of our membership tiers is listed here.

Supporter

Supporter membership is $19/month. Supporter member privileges include access to the makerspace common areas during public hours, and an invitation to all makerspace social events and outings. This tier is intended for those who wish to support the makerspace and be a part of the community, but have no need of our tools.

Maker

Maker membership is $59/month. Maker member privileges include:

- key-card access to space from 10am to 8pm, 365 days a year
- access to all tools (subject to training)
- a vote in all member elections
- eligibility to run for board
- eligibility to become an area lead or tool champion

Senior/Student/Educator

Senior/Student/Educator membership is $39/month. It confers all of the privileges of Maker membership.

To qualify for this tier, you must be one of the following:

- 65 or older
- current student in high school/college/university
- faculty or staff in a K-12 school, university, or technical/community college

You must prove your age/student/educator status with valid ID or recent transcript at orientation.

Household

Household membership is $89/month. It confers all of the privileges of Maker membership for any four adults from the same household. You must prove cohabitation (official mail, etc.) at orientation.

Volunteer

Any person who volunteers 10 hours or more per month at the makerspace may apply with staff to become a Volunteer member. Volunteer membership confers all of the privileges of Maker membership.

The makerspace caps the number of volunteer members at 20% of total membership. Members must hold at least a Supporter membership and fulfill at least 8 hours of volunteer service with the makerspace prior to applying for Volunteer status.

If members fail to meet or account for their service commitment for two months, their membership may be converted back to standard Maker membership.

Resident Maker

Maker members can pay $299/mo on top of their regular monthly membership in order to rent a 10' x 10' studio space with 24/7 access to the makerspace. These studios are first-come, first served, and members may add themselves to a wait list for the next available studio space.

Corporate/Organization

Corporate/Organization membership are $5,000 a year. They include 8 Maker memberships for organization employees, and a 2' x 3' sponsorship banner anywhere on the common area walls.

Tools

The makerspace classifies tools into two categories: simple and complex.

Simple tools are those that require no in-person training, are often portable, and would cause limited or minimal injury or damage if misused. Examples of simple tools include:

- hand sewing equipment, such as needles and thread
- basic hand tools such as screwdrivers, hammers, tape measures, speed squares, etc.
- cordless drills
- the Cricut vinyl cutter
- crafting supplies such as paper, glue, tape, acrylic or tempura paint, etc.
- computer lab computers and laser printers
- cleaning equipment and supplies

Any member can use simple tools at any time.

Complex tools are those that require training, are usually not portable, and would cause significant damage or injury if misused. Members must be trained and certified by an area lead prior to using complex tools. Examples of complex tools include:

- the laser cutter or engraver
- 3D printers
- any woodshop power saws, planers, jointers, or sanders
- any metalworking or jewelry making equipment
- sewing machines
- the upright vinyl cutter
- the X-Carve and Shapeoko CNC wood milling machines
- hot-air rework equipment
- any other equipment marked with a "Training required" tag or sticker

All complex tools are marked with "Training Required" stickers. If you have any questions about simple vs. complex tools, please talk to a staff member, area lead, or board member.

Tool Locations

Each area has a sign near it with an assigned color. Tools for that area should have a band of tape corresponding to that color. If you use a tool from a tool area, please return it to its proper home when finished.

If you are not sure about a tool's proper home, you may leave it in the landing area next to the ops desk in the front of the makerspace.

Personal tools

Members may bring in their own tools to use at the makerspace. Please mark your own tools! We are not responsible for them.

Do not use another member’s tools or supplies (our insurance policy cannot cover liability of tools that the Bellingham Makerspace does not own).

Checkout classes follow the SOP for that tool. There is no need to memorize how to run a tool – in fact we prefer you check with our volunteers and the wiki page for a tool for details. The wiki includes links to the specific operating manuals and other safety details for all of our tools.

Tool Safety

Tool safety is important. Failure to follow safety rules can result in suspension of membership.

- Do not use a complex tool or machine without getting properly trained and checked off.
- If you are ever unsure about how a tool works, ask for help.
- Consult the wiki page for a tool to get the manual.
- Follow the instructions of the tool champions and area leads.
- Report broken tools and equipment *immediately!*
    - This is the only way we can ensure all tools are working when you need them.
        - It also helps us provide consumables such as drill bits and extra blades.

Dull Tools

Dull tools are extremely dangerous. They:

- Require excessive force
- Can pose a fire hazard
- Have a higher likelihood of ejecting material from the work area.

If you think a tool's blades may be dull, **DO NOT USE IT**. Please bring any dull tools to the attention of the area lead or operations staff as soon as possible.

Tool Areas

The makerspace is organized into separate tool or interest areas. Each area has a focus on a specific area of expertise, and has tools, equipment, or resources associated with it. Every tool area has at least one area lead, and possibly tool champions and trainers.

To find more information about a tool area, look for its wiki page.

How to create a new tool area

Any members interested in starting a new tool/interest area must bring to the board a proposal of no more than two pages that includes:

- The names of at least 5 members interested in it, and at least 2 members willing to be area leads
- Where the tools will come from
- How much money and space (if any) will be needed to start the area
- How members will be trained to use the tools and by whom
- What will and will not be allowed in that area (for safety and liability reasons)

The board will then discuss and vote on whether the area should be created. If the board vote passes, then the proposal will go to the membership for their vote.

If the membership approves it, then the members may proceed with setting up the new area according to their proposal.

Abandoned tool areas

If a tool area has no area leads for at least 6 months, and attempts to recruit new area leads have been unsuccessful, the board may dissolve the tool area by majority vote in two successive board meetings.

If the board successfully votes to dissolve the tool area, the space for that tool area will be reallocated and its tools and equipment will get redistributed to other areas. Any remaining tools or equipment will then be listed on Craigslist and FB Marketplace.

Storage

Projects or materials may be left up to 72 hours at the Bellingham Makerspace with the permission of a Bellingham Makerspace staff member, provided that they are stored in an out-of-the-way location with a full name, date it will be removed, and a phone number of the project owner.

Items left on the premises for more than 72 hours outside of rented space or after membership expires will be removed or be made available to other members. The Bellingham Makerspace makes a best effort to notify people before material/projects are removed, but we cannot be held responsible for any item left at The Bellingham Makerspace under any circumstance.

Unlabeled items will be removed without warning or advanced notice.

Longer-term storage may be available upon request. Ask a staff member, area lead, or board member for details.

Consumables

Many of the tools at The Bellingham Makerspace use tooling that wears out (consumables). These include things like drill bits, saw blades, dremel bits, etc. We try to keep basic tooling available for most tools, but we cannot supply tooling for every possible project.

It is important that if something is broken, worn down, or accidentally abused that you tell a staff member right away. We try to provide the basics and may have replacements.

If you are working with a costly material or need high precision, you will be well served by bringing your own tooling.

Guests

A guest is someone who is not a member of The Bellingham Makerspace. One member is free to host up to seven (7) guests during member hours. All guests must sign a liability waiver.

Guests may not use any complex tool outside of a scheduled class. Guests may use simple tools under the supervision of their host.

Members are responsible for the conduct of their guests at all times. This means that members and guests are responsible for abiding by our Code of Conduct and guests of members are also held to the liability waiver that members signed. *Any violations of policy by a guest will be considered a violation of policy by their host.*

Guests **may not** visit the makerspace if they have previously been ejected/had a membership terminated for a Code of Conduct violation.

Classes

Bellingham Makerspace teachers are very important. We are always looking for diverse and interesting topics to add to our how-to classes.

Getting Started

If you are already a member of the Bellingham Makerspace, you're interested in developing a class, and want information, please talk to the Teaching Coordinator, Jason Davies (jason@bellinghammakerspace.org), or the Operations Manager.

You do not need to be a member of the Makerspace to teach a class here. However, we do need key information about your class before we can add you to our class schedule and assist with advertising your class.

If you already have a class and would like to offer it at the Makerspace:

- Fill out the Class Proposal application
- Submit your Class Proposal at least 3 weeks before you want to teach the class.
- If you have not used Eventbrite, talk to the Teaching Coordinator to get training on it.

> - You must follow current infectious disease protocols for wearing masks, spacing, and sanitizing tools between classes.

Makerspace Class Types

The Bellingham Makerspace offers a wide variety of classes.

Class Type	Schedule	Sequence
–	–	–
Introductory	Generally 1 hour, offered bi-weekly	Required before reserving many tools
Tool proficiency, intermediate	Can be multi-session, longer sessions, offered monthly	May require safety or introductory classes to be taken first
Safety	Generally 1 hour, offered bi-weekly	May be required before taking other classes or for certain volunteer positions

Project-based	Can be multi-session, longer sessions, offered monthly	May require proficiency-level classes to be taken first
Special Interest	Can be one time or multi-session	Can depend on previous classes or be independent

Core Classes

Introductory classes are required before reserving many of our more expensive and potentially dangerous tools to make sure members can use them safely. These classes are generally offered at least once per month by our Tool Team. The classes below are our core classes. We try to schedule them out at least three weeks in advance.

Class	Description
–	–
Intro to 3D Printing and Design	Beginners class that covers: 3D CAD design - Use of 3D slicing software - Printing on the 3D printers
Woodworking 101	Gain foundational woodworking skills and the tools required to process rough lumber for fine woodworking projects. Required for: - Use of the Wood shop's large power tools - All other Makerspace woodworking classes
Intro to the Epilog Fusion Laser Cutter	Beginner's class to cut and engrave with the Epilog Fusion laser cutter. Required prior to use of the Epilog Fusion laser.
Intro to the CNC Router	Beginner's class to learn to cut with the CNC Machine. Required prior to use of the CNC Router.

See the class schedule for current information.

Typical Classes

The list of classes offered at the Bellingham Makerspace is always changing depending on teacher availability and interests. Examples of classes the Makerspace has offered in the past:

Woodshop Tools - Intro:

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  - Basic woodshop safety
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- Follow ups:

1. Advanced woodworking techniques
2. CNC milling machine

Digital Designs - Intro:

1. 2D Vector Graphics and Inkscape

- Follow ups:

1. Vinyl cutter
2. Laser engraver

MakersSpace sabers - Intro:

1. assemble a pre-made space saber

- Follow ups:

1. learn to use the lathe to make a custom handle
2. build saber with a color changing light display

Traditional Woodworking - Intro:

1. Make a cutting board

- Follow ups:

1. Jewelry box, wall shelf
2. Make a table

Machine Sewing - Intro:

1. Make a mask

- Follow ups:

1. Make a grocery bag or tote bag
2. Make a shirt from a pattern

3D printing and design - Intro:

1. learn slicing, print a figurine

- Follow ups:

1. make your own design in 3D CAD
2. build your own 3D printer

Simple electronics - Intro:

1. solder a light-up weevil

- Follow ups:

1. use a breadboard and a timer to make a simple clock
2. build your own radio

Coding and Raspberry Pi - Intro:

1. Use a raspberry pi to make a blinky with a button

- Follow ups:

1. Simple digital picture frame
2. Build your own minecraft server

STEM for kids

- Elementary School: Scribble bots
- Middle School: Water powered rockets
- High school: Rube Goldberg machines

Planning Your Class

Makerspaces are not trade schools, and focus more on project-based learning rather than theory. With that in mind, we like to teach people how to make stuff, with the theory behind the tools and the skills is important as a means to the end of exercising creativity.

The following general guidelines apply for teaching at the Makerspace:

- Each class should focus on teaching a particular subject or skill set, with a clear goal in mind.
- By the completion of the class, the student will be able to take home something tangible with them.
- Intro classes should generally be accessible to people of varying skill levels.

Requirements

Consider introductory, intermediate and advanced task levels in evaluating different projects and offerings.

- How many people do you plan to teach at a time?
- Is there an age requirement?
- Are there any prerequisites?
- Does the class require tools or supplies?
- Are there enough tools and supplies that students don’t have to share them?

Scheduling

Scheduling is determined by the Teaching Coordinator based on the information in the Class Proposal. Talk to the Teaching Coordinator and check the existing schedule to avoid conflicts.

In general, classes are offered on weekday evenings and weekend mornings to make them more available to the general public.

Weekday classes should be about 1 hour long. If you need more time than that, consider requesting a weekend time slot.

Plan to schedule introductory or stand-alone classes at least once a month. Multi-part classes or very technically challenging classes can be scheduled less often.

Things to consider when filling out your Class Proposal:

- How long will it take the average person who meets the class requirements to complete the class objective?
- Can the class goal be completed in one session, or will it need multiple sessions?
- How many sessions will be needed, and how long should they be?
- What time of day or week should the class be offered to attract the intended students?
- How often will the class be repeated?

Tools and Supplies

Teachers can use any of the tools at the Makerspace provided they have:

- shown sufficient proficiency to teach with them
- scheduled time with them in advance if the class happens during open shop hours

Tool stations can be reserved in advance as part of the class approval process.

For details on available tools, consult the wiki. For specific tool use questions, talk to the Teaching Coordinator or Operations Manager.

Teachers can also bring their own tools. Make sure you have enough tools for the number of students in the class.

Safety

We are committed to making sure that classes are taught as safely possible. Teachers must verify they are proficient in the tools and subjects they propose to teach, and that they can teach their topic in a safe manner.

Logistical Support

How can we help you to create a good learning opportunity for your students? Talk to the Teaching Coordinator to find out more about Makerspace logistical support options.

Things to consider when filling out your Class Proposal:

- What will you need to set up in the class area before your class?
- Will you need tool time or supplies to create student kits for your class?
- What type of audio/visual support will you need to present your topic in the Makerspace?
- Have you posted classes on Eventbrite, or will you need training on how to post your class?

Describing Your Class

Describing your class in the Class Proposal form is very important for attracting potential students. Be sure to use full sentences and describe the class in such a way that it sounds appealing to your intended audience!

Things to consider when filling out your Class Proposal:

- Describe the scope of the class and what it will cover. Include student proficiency level (Beginner/Intermediate/Advanced/All Levels, artists looking for engineering skills, vice versa, all of the above, etc.)
- Explain why people should be excited to take the class.
- Provide a list of the skills or outcomes that students should expect to acquire when they leave the class. That might be a list of tools students will learn to operate, processes like project management or brand development, and any concrete outcomes like “5 complete screen-printed greeting cards of your own design.”
- If possible, add an example photo of the final product of the class.
- List anything students should bring with them such as materials, specific clothing appropriate for the class activity, ideas, etc.
- If students need to purchase any materials on their own, list the items needed plus estimated costs and, if applicable, locations where students can purchase them.
- Give a description of your teaching style and background. Describe your teaching and subject-matter experience and what you're interested in teaching.
- Describe briefly how you plan on organizing your material (per session for multi-session classes, or per section for 1-day workshops.
- Include a brief bio to be used as part of our course descriptions, with an emphasis on skills and experience immediately relevant to the content of this class.

Advertising Classes

How can the Bellingham Makerspace help get the word out about your class? Talk to the Teaching Coordinator about posters and social media advertising to reach your intended students.

Things to consider when filling out your Class Proposal:

- What is your expected student demographic?
- What is the best way to reach those students?
- How much lead time do you need to fill your class?

Pricing

Bellingham Makerspace instructors generally charge between $20 and $50 per student hour separate from materials cost, depending on the experience of the instructor and demand for the class. Instructors keep 60% of all class income after covering the cost of materials.

We suggest a minimum of $25/hr per student for introductory classes. This price is lower compared to other local comparable class options, but should still allow the teacher to make at least $20/hour for their total time after accounting for the Makerspace's share of the proceeds from the class. For higher skill classes, continuing education, certificate programs, or classes that use expensive tools, teachers should expect to be compensated fairly for their total time.

Consider the amount you need to charge each student to break even on your time. When filling in the minimum students you need to offer the class, the number should enable you to still break even on your time and materials.

Cost of materials should be included in the basic class rate rather than listed as a separate expense. For example, if a class has a $5.00 cost of materials, it should be at least $25/hr plus $5 extra for materials; therefore, the class should cost $30 per student.

Discounts offered by the Makerspace:

- Maker members receive a fixed basic discount of 20%.
- Volunteers can earn credits that can be used for discounts for classes.
- Discounts are managed by the use of Promo codes for registration on Eventbrite.

Scholarships of 50% or more can be made available to an individual student at the request of the teacher, but they are not advertised. The Makerspace will cover half the cost of the teacher-requested discounts.

For a scholarship code to be approved:

- The student must ask the teacher
- The teacher must request the discount
- The Operations Manager must approve the discount

Makerspace volunteers who have earned volunteer credits can apply them toward auditing classes. This option is reserved for volunteers only and is generally offered for tool training and safety classes.

Getting Paid

The Bellingham Makerspace typically shares the revenue from class registration with teachers on a percentage basis, teachers keeping 60% of the revenue after subtracting materials costs.

The 40% portion the Makerspace helps us pay our rent, utilities, tool maintenance, and insurance. Teachers using our space are covered by our insurance.

Taking Student Payments

Teachers will need to set up their classes on Eventbrite to take student payments. Payment is made when a student registers for class. Revenue is sent to the Makerspace and shared with the teacher. The Teaching Coordinator can assist or train new teachers in setting up classes on Eventbrite.

Paying Teachers

Teachers are typically paid twice a month on the 15th and last day of the month. Other arrangements can be negotiated on a case by case basis at the Teaching Coordinator's discretion. We can use PayPal or write you a check.

Teaching Agreement

Once a class is approved, the teacher will need to complete a form with a signature acknowledging that they:

- Have read, understand, and agree to the payment process
- Have provided truthful information about the class
- Will show up and teach the class as described
- Will follow all safety practices
- Will inform the Makerspace immediately if unexpected situations arise such as illness or accident that prevent them from teaching the class

A copy of the Teaching Agreement can be found here.

Children

Children are welcome and encouraged in our community! Members may bring their children of any age to the makerspace under the guest policy.

Tool Use

Children age 8 and up may use simple tools under the active supervision of their parents.

Children age 12 and up may use complex tools under the active supervision of their parents. The child must take all of the required safety training classes prior to using complex tools, and parents are encouraged to take the classes as well.

Closing / Lock-up

Because there are members who use the space at all different times of the day and night, we ask that you take some time before leaving to ensure that you have cleaned up and secured any tools or tool areas you were working in.

If there are only one or two other members present at the space, let them know this ("I'm heading out, and you're the last one here").

If you are the last to leave:

- check the front gate
- turn off lights
- make sure you have cleaned up/secured any tools and tool areas you were using.

How to Lock the Front Gate

1. Grab the gate hook pole from the front desk area.
2. Use the hook to pull the gate down to where you can reach it, and then pull the gate the rest of the way to the floor by hand.
3. Enter the code to open the key box mounted on the wall next to the gate. Pull the key out of the box.
4. Turn the lock handle on the left hand side to the left (counter-clockwise). To ensure the gate is actually secure, tug up on the gate. It should not move.
5. Use the key to lock the gate.
6. Return the key to the box by entering its code and replacing the cover.
7. Return the hook to its location by the front desk.

Cleaning

Everyone requires space to work. When you are done for the day, please return tools and clear horizontal surfaces of materials and projects. Sweep or vacuum your work area if needed. If you are gluing up a project and cannot transfer it, get a parking permit.

Common areas are a shared responsibility. If you notice that a trash bag is full, the floor needs sweeping, or something is not where it belongs, please take a minute and help out.

Cleaning supplies can be found by the bathrooms, either in the cleaning closet or the shelf across from it. Trash bags and cardboard can be taken to the dumpsters behind the makerspace.

If we are out of a particular cleaning supply, please notify the operations manager by Slack, or by leaving a note on the ops desk.

Information Technology

The Bellingham Makerspace provides information technology for members to use as part of their projects or classes. This includes:

- WiFi
- a 5-seat computer lab
- tool computers (e.g., in electronics or laser/vinyl cutting)
- a black-and white laser printer
- a color laser printer

Appropriate Use Policies

- If using a lab or tooling computer, save files to the M: drive.
    - Do not leave files on the desktop. This results in a cluttered environment.
    - The M: drive is public storage; anybody in the makerspace can view anybody else's files. Use it only for moving project files between makerspace computers (e.g., taking a Cura render over to the 3D printers, moving an Inkscape drawing to the laser cutter, etc.)

- Log out of all accounts (e.g. Gmail, Dropbox, etc.) when done using a computer.
- Classes take priority over personal use; personal use is first come, first served.
- Be considerate of others; don't leave others waiting to use a tool or lab computer.

References

This section is for anything not directly covered above, but still important.

References

Meeting Rules

Guiding Principle: Everyone has the right to participate in discussion if they wish; every member should get a chance to weigh in before anyone may speak a second time. Only urgent matters may interrupt a speaker. Only one thing (motion) can be discussed at a time; related issues should be tabled until the current motion is decided.

A **motion** is the topic under discussion (e.g., “I move that we add a coffee break to this meeting”). After being recognized by the president of the board (or an officer elected to act as chair), any member can introduce a motion when no other motion is on the table. A motion requires a second to be considered. Each motion must be disposed of (passed, defeated, tabled, referred to committee, or postponed indefinitely).

How to do things:

You want to bring up a new idea before the group.

After recognition by the president/chair of the board, present your motion. A second is required for the motion to go to the floor for discussion, or consideration.

You want to change some of the wording in a motion under discussion.

After recognition by the president/chair of the board, move to amend by

- adding words,
- striking words or
- striking and inserting words.

You like the idea of a motion being discussed, but you need to reword it beyond simple word

changes.

Move to substitute your motion for the original motion. If it is seconded, discussion will continue on both motions and eventually the body will vote on which motion they prefer.

You want more study and/or investigation given to the idea being discussed.

Move to refer to a committee. Try to be specific as to the charge to the committee.

You want more time personally to study the proposal being discussed.

Move to postpone to a definite time or date.

You are tired of the current discussion.

Move to limit debate to a set period of time or to a set number of speakers. Requires a ⅔ vote.

You have heard enough discussion.

Move to close the debate. Requires a ⅔ vote.

You want to postpone a motion until some later time.

Move to table the motion. The motion may be taken from the table after 1 item of business has been conducted. If the motion is not taken from the table by the end of the next meeting, it is dead. A majority is required to table a motion without killing it.

You believe the discussion has drifted away from the agenda and want to bring it back.

Call for a return to the agenda.

You want to take a short break.

Move to recess for a set period of time.

You want to end the meeting.

Move to adjourn.

You are unsure that the president of the board has announced the results of a vote correctly.

Without being recognized, call for a recount. At this point a roll call vote will be taken.

You are confused about a procedure being used and want clarification.

Without recognition, call for “Point of Information” or “Point of Parliamentary Inquiry.” The president of the board will ask you to state your question and will attempt to clarify the situation.

You have changed your mind about something that was voted on earlier in the meeting for which you were on the winning side.

Move to reconsider. If the majority agrees, the motion comes back on the floor as though the vote had not occurred.

You want to change an action voted on at an earlier meeting.

Move to rescind. If previous written notice is given, a simple majority is required. If no notice is given, a ⅔ vote is required.

You may INTERRUPT a speaker for these reasons only:

- to get information about business – point of information
- to get information about rules – parliamentary inquiry
- if you can't hear, safety reasons, comfort, etc. – question of privilege

- if you see a breach of the rules – point of order
- if you disagree with the president of the board's ruling – appeal

Other Discussion Etiquette

All discussion should be constructive - statements attempting to build agreement and find solutions. Non-constructive statements should be identified by the chair or other board members, and the discussion returned to a constructive mode.

If the discussion becomes too heated, the motion should be postponed to later in the meeting, or the discussion closed and a vote called.

Quick Reference

Action	Must Be	Open for	Can be	Vote Count
	Seconded	Discussion	Amended	Required to Pass
Main Motion	√	√	√	Majority
Amend Motion	√	√		Majority
Kill a Motion	√			Majority
Limit Debate	√		√	⅔
Close Discussion	√			⅔
Recess	√		√	Majority
Adjourn	√			Majority
Refer to Committee	√	√	√	Majority
Postpone to Later Time	√	√	√	Majority
Table	√			Majority
Postpone Indefinitely	√	√	√	Majority

~~Shamelessy ripped off~~ Lovingly adapted from The Bodgery, in beautiful Madison, Wisconsin.

References

Project Management (draft)

Makerspaces are magical places of infinite possibility, but not places of infinite time or resources. In order to keep our eyes from being bigger than our stomachs, we have adopted this set of procedures for managing community projects.

We do this with the following principles in mind:

- We will not allow the perfect to be the enemy of the good.
- We recognize that everybody has a life outside the makerspace, and therefore our only expectations will be honesty and good-faith effort.
- Slow progress is still progress.

How we run community projects

1. Whenever the board votes to adopt a project, we list in the meeting minutes which makerspace member is leading that project. We will also assign a board member to act as liaison to that project (unless the member leading the project is on the board).
2. The project leader is expected to provide a progress report at every board meeting, either in writing or in person, until the project is complete.
3. The board is expected to provide the necessary resources to complete the project, either directly or through delegation.
4. If the project involves multiple people, it is given a “swim lane” on the task board and a channel in Slack.
    1. **So that everybody remains on the same page, coordination for the project must happen in that Slack channel, not in direct messages.**
    2. If there are no free swim lanes on the task board, the project will be postponed until one opens up.
5. If sensitive information is needed to complete the project, then it is requested (but not provided) in Slack. Once received, the information is stored in either Bitwarden or in private Google Docs on the shared admin drive.
6. If the project involves multiple steps, then the date and time of that project’s next meeting is either listed in the progress report, or scheduled during the board meeting before moving on to the next item of business.
7. Projects remain in the “Old Business” section of the board's agenda until the board votes to declare the project completed or cancelled.

Celebrating our victories

We celebrate completed tasks and projects at every member potluck/show and tell, and then remove those tasks from the task board so they do not accumulate forever. We also celebrate completed projects by posting about them in Slack and on social media.

Spending and Reimbursement

To ensure we're using our shared resources wisely, we've established the following guidelines for expenses. This policy is designed to be transparent and to empower our community while maintaining financial responsibility.

Definitions

Mandatory expenses are defined as any on-going expenses required to keep our doors open and the lights on. Examples of these expenses include:

- Rent
- Insurance
- Utilities
- Hygiene and Sanitation Supplies
- Tool maintenance
- Software and subscriptions for shared computers

These expenses are managed by the Board of Directors and the Operations Manager as part of our annual operating budget. These may be approved by simple majority vote of the board.

Discretionary expenses are defined as any expenses that enhance our capabilities and improve the member experience but are not strictly required for basic operation.

Examples of these expenses include:

- New tools and equipment
- Consumables for shared use (like filament, wood, or electronics components)
- Workshop upgrades and organizational improvements
- Expenses for community events and workshops

Approval Process for Discretionary Spending

To ensure accountability and responsible use of our funds, all discretionary spending must be approved in advance. The approval process is based on the total cost of the purchase or project.

- $50 and under:
  - Approval: Any single Board Member or the Operations Manager.
  - This is for small, everyday items that keep our operations running smoothly.
- $51 to $250:

    - Approval: Any two of the following: Board President, Vice President, Treasurer, or Operations Manager.
    - This allows for flexibility in acquiring needed supplies and minor equipment while ensuring oversight.
- $251 to $2,500:
    - Approval: A simple majority vote of the Board of Directors.
    - For significant purchases, the Board will discuss and vote on the expenditure at a scheduled board meeting.
- Over $2,500:
    - Approval: This requires a two-step process:
        1. Member Consultation: The Board will call a General Member Meeting with at least 72 hours' notice to present the proposed expense and gather feedback from the membership.
        2. Board Vote: Following the consultation, the Board will vote on the expenditure, with a simple majority required for approval.
    - For major investments, it's crucial that we have community buy-in and a thorough discussion about the impact and benefits.

Reimbursement

All reimbursements for approved expenditures will be issued via Paypal. Members must submit a copy of the receipt to the treasurer via email (treasurer@bellinghammakerspace.org) as soon as possible with the following information:

- Date and time of the expenditure
- Who approved it
- The PayPal address the reimbursement should be sent to

Create an event or Meetup at BMS

Want to start a regular meetup at the makerspace? Here's what you do:
1. Write up an outline for your event. Just 2-3 sentences explaining the What/Why/Who of your meetup
2. Consider how many people you can invite, age range, setup/tear down concerns, opening the gate (if it’s outside of public hours), a/v needs, is it ticketed or free? Just for members? etc.
3. Post your request (preferably via Slack on the #events channel). Or contact BMS Executive Director Jason Davies [jason@bellinghammakerspace.org]. He will help you to finalize it and arrange for any support you might need.
4. Make a graphic for Eventbrite. 1880x940 pixels. Jason can help with this.
5. Find some dates and a recurring schedule that works for you, your audience and the makerspace.
6. Find a backup or co-host that can help you make sure someone can host every time
7. Make a plan for how you and BMS can advertise this event.
8. Jason will get the event on the schedule
9. Enjoy your meetup!