



Bylaws Handbook

The Official
Compendium
Of Laws Governing
LVL1 Hackerspace

Rev. 11/22/2024



LVL1 Bylaws

1. Overview

- Name: LVL1 Inc., a nonprofit organization.
- Purpose: Charitable, educational, and scientific activities as per IRS 501(c)(3).
- Mission:
 - Provide resources for communal use.
 - Encourage experimentation in technology and art.
 - Promote learning through workshops, classes, and mentoring.

2. Location

- Registered Office: Maintained in Kentucky.
- Physical Workspace: If unavailable, determined by the Board.

3. Membership

- Types:
 - Full Members: Receive full privileges.
 - Provisional Members: Limited rights initially.
 - Founding Members: Temporary designation recognizing pre-location dues payment.
- Eligibility:
 - Age 18+.
 - Endorsement by 3 Full Members.
 - Completion of membership form.
 - Payment of dues.
 - Provisional members must show ID and provide an email.
- Provisional Period:

- First 3 months are provisional.
- Access to workspace but limited rights.
- Membership can be objected to if responsibilities are not met.
- If objections exceed endorsements, membership ends.
- Rights of Full Members:
 - Workspace access, equipment storage.
 - Ability to sponsor memberships and submit funding requests.
 - Voting rights on membership issues, officer elections.
- Responsibilities:
 - Contribute to LVL1's direction and policies.
 - Pay dues and keep contact info updated.
 - Return LVL1 property upon membership termination.
 - Abide by harassment policy.

4. Dues and Membership Status

- Monthly Dues: Set by Board; take effect 30 days after announcement.
- Good Standing: Maintained through dues payment.
- Waivers: Possible for 3 months due to hardship or by Board approval.
- Inactive Membership:
 - Allowed for academic, military, or professional reasons.
 - Requires notice to the Board.
 - Rights and dues are suspended but reinstatable.

5. Suspension and Termination of Membership

- Suspension for Non-payment or Harassment:
 - Membership can be restored after 90 days with dues payment.
- Suspension for Cause:

- Temporary for actions endangering property or safety.
- Board may set rules to protect equipment and members.
- Termination:
 - Can occur through resignation, expulsion, or prolonged non-payment.
 - Rights to contest termination with a hearing.

6. Fundraising and Finances

- Fundraising Types:
 - Grants: Require Board approval based on specific criteria.
 - Non-Contractual: Includes donations, events.
- Funds Allocation Petition (FAP):
 - Allows members to propose fund releases.
 - Requires approval from 50% of voting members.
 - Treasurer verifies FAP; funds return to general fund if unused.

7. Harassment Policy

- Definition: Zero tolerance for harassment (e.g., based on race, gender, identity).
- Guidelines: Respect others' boundaries, avoid inappropriate behavior.
- Consequences:
 - Warning, temporary or permanent ban as needed.
- Record Keeping: Secretary records all allegations and outcomes.

8. Meetings

- Regular Meetings: Tuesdays, 8 PM.
- Annual Meeting: Third Tuesday of January.
- Notice: Sent electronically 5 days before non-regular meetings.
- Board Meeting Procedures: Follows MIBS Rules for coordinated consensus.

9. Voting

- Votes of Membership:
 - Voting Member: Full member in good standing.
 - Quorum: 50% of voting members.
 - Issues: Proposals by any member, except Board-reserved issues.
 - Proxy Voting: Written or emailed notice at least 24 hours prior.
- Votes of Directors:
 - Quorum and majority rules apply.
 - No proxy voting; directors may attend remotely.

10. Officers and Directors

- Offices:
 - President, Vice President, Secretary, Treasurer.
 - Three at-large Directors.
- Officer Roles:
 - President: Organizes meetings, ensures nonprofit compliance.
 - Vice President: Acts for the President when needed, manages membership.
 - Secretary: Records and publishes meeting minutes.
 - Treasurer: Manages finances, dues collection, and expenses.
- Term and Resignation:
 - Terms expire at annual meeting; resignations may be filed in writing.
- Director Responsibilities:
 - Oversight of officers, drafting meeting agendas, adhering to bylaws.

11. Records and Reporting

- Monthly Report: Available to members electronically.

- Annual Report: Financial statement within 6 months of fiscal year end.
- Record Keeping: Financial and membership records maintained at registered office.
- Inspection Rights: Members can review records upon written request.

12. Fiscal Year

- Defined as per the Board's selected tax year.

13. Dissolution

- Dissolution Process: Requires a 30-day waiting period.
- Asset Distribution: Remaining assets go to a 501(c)(3) organization.

14. Amendments to Bylaws

- Amendment Process: Majority vote at annual or special meetings.
- Proposal Requirement: Must be submitted to Board a week in advance.

15. Operation Guidelines

- Rules:
 - Officers may set rules to protect equipment and maintain safety.
 - Rules can be implemented without a vote if no objections are raised.