



# **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.