Loom.

Project Policies

Last Revised: 7/9/2024

Clarification & Legal TOS

1. If any rule is unclear/uncertain, please message a senior board member for clarification on the rules/regulations.
2. Specifically rule #4 of the Board Policies, no board member can be voted out of his/her position at a time when he/she should be unreachable *and* this is made known to the other board members. If a **senior board member** is voted out of their position, their voting power will be **redistributed** according to the votes of the council *(also known as the board)*.
3. Loom is not responsible for any individual damages caused to you via any of its services, data loss, loss of data, data breaches/leaks, or any monetary losses caused by using Loom (*formerly aviance*) or any of its subsidiaries.
   a. Loom will, however, disclose any data breaches and provide notice of any disruptions to services, as well as follow the best practices of Cybersecurity.
      i. Best Practices constitute, for example: Hashing passwords and salting them, with the passwords not being in plain text.

Policy Changes

1. These Policies can be changed by a majority vote by the council (also known as the board), after a (48) hour's notice to all board members.
2. Policy *revisions* (wording clarifications, etc) will be made with (0) hour notice to the board **if** said policy *clarifications* <u>**DOES NOT**</u> mean adding/removing rules or adding new clauses to said policies.
3. Major revisions will be sent as an announcement to individuals within the Discord Server.
   a. **Revisions** mean clarifications in text to make it easier to understand or to clarify rules/policies that may conflict with each other.

Board

1. The board shall comprise exactly 5 individuals, with at least 2 minimum to 3 maximum for Senior Board Positions. However, the board size can be adjusted and changed with a proposal set <u>or</u> majority approval.
2. The Board is the ultimate decision maker concerning critical policy changes amended in this document and changes to the organization within proposals.
3. Senior Board members have **more decision-making capability** than all board members, with they <u>**not being able to be fireable**</u> unless the **entire** rest of the board agrees, including the majority of Senior Board members.
   a. Senior Board members will have a **higher weight** towards their voting determined by the number of individuals in a senior board position and the total percentage allotted for senior board members.
      i. Senior Members Starting 55%
      ii. Regular Members' (rest of board) Starting 45%

  b. Senior Board members can be instated by at least 2 other senior board members, or by a majority vote over 70% by the board.

  c. If there are no Senior Board Members instated, the decision-making capability falls within the hands of the board, with them having to determine senior board members as their first course of action.

4. Board members can be removed from their positions either by:
  a. Majority vote
    i. If a Senior Board member is removed from power, it is up to the rest of the board members to vote within (72) hours to vote for a new lead/senior board member (councilman).
      1. If a Senior Board member is removed, he/she has (48) hours to appeal to the board, which will be voted on within (72) hours
      2. If a new senior board member is not chosen in (72) hours, the old senior board member becomes reinstated.
  b. Senior Board + One Regular
    i. This vote can be overruled by a majority vote of *all* board members

5. Board members can also choose to lead a program based on their **interests**, but for new programs to be created within Loom, individuals will have to make a petition and bring it to the Board.

6. Board members are the heads of a program that they choose to lead.
  a. This is **required** of a board member for when they are initiated.

Programs

1. Programs can be created or removed from Loom by a majority board decision or a board petition to create or remove a program.

2. Programs must be something that allows for the intersection of technology and science, or one of the fields.

3. Programs will be under the "Loom for X" with X being the program name.
  a. E.g: Loom for Research, Loom for Applications

4. Programs need to be diverse, they cannot share the same features as other programs.

5. Programs are separated into teams, with board members leading a program of their choice, and are considered "Program Heads."
  a. There will be a "Team Head" for a team with the minimum number of members constituting a team being 3 people.

6. The limit of the number of people within a team is determined by the program head/s.

7. There will be multiple teams per program with the minimum being 1.
  a. If it reaches the point of there being a significant amount of teams that a program head cannot manage, there will be an Assistant Head for a Program.
    i. These Assistant Heads are to process the teams and lead the teams and also obtain directions from the Program Heads.

      ii.   Assistant Heads are added by an interview stage to get to know the person, with it also being based on their qualifications.
8. Team Heads are to report to Assistant Heads (if they exist) and those Assistant Heads are to report to the Program Head. Otherwise, Team Heads are to report directly to Program Heads.
9. Programs can have meetings, with teams having the necessity to have meetings as well.
   a. Team heads are responsible for administering meetings for a team.
10. Program policies are individualized and completely separate from the Loom Project Policy but individuals are still required to follow the Project Policies listed here.

Behavior

For Behavior, please follow the Loom Rules on Discord. They can also be seen here.

1. No swearing; use your discretion for moderate language. No Slurs, Homophobia, Transphobia, etc.
2. Do not discriminate against, be racist, or utilize harmful language. That will not be tolerated, under any circumstances **even in a joking manner, for <u>all</u> board members**.
3. Follow Discord's Terms of Service, if you are under 13 and if we find out, you will be banned with no chance to appeal until you are over the minimum age
4. Please do not spam ping people repeatedly, if you do, you could be kicked or banned.
5. Loom does not discriminate against individuals based on their gender, orientation, race, or religion. If an individual or lead does discriminate, please notify the Board directly.
6. Academic dishonesty and gaining an unfair advantage is not tolerated within Research and/or Programs. This can lead to consequences for an individual if they are caught being dishonest or cheating.
   a. "Academic dishonesty" constitutes the utilization of Artificial Intelligence in projects, plagiarism, unreasonably editing projects without approval (deleting content, also known as "griefing"), and even dishonesty within research.
7. These rules for behavior may not be all-encompassing; use your common sense, please.

The consequences of not following the listed rules can be as severe as suspension from Loom and can lead you to even being prevented from participating in future Loom projects or utilizing Loom services.

Appeals to the penalties/bans will be considered and decided at the board's discretion.

Disputes or Feedback

1. Members of the project can file complaints or give feedback through contacting one of the board members through Discord. In the case that a particular board member isn't available, please attempt to contact the other board members so they can assist.
2. These complaints can be filed for any reason, such as complaints regarding conflicts with other members of the project
3. We do not guarantee that feedback given will be administered within the project, but we guarantee that we will *consider* any feedback regarding the company's policies or operations.

Decision Making within Programs

For the heads of programs (aka. Board members), they will be required to perform mission-critical decision making when it arises. In the case that a board member performing certain duties wouldn't be available, and the decision making is critical to ensure project or program success, other board members will be required to fill out those aspects.

The case-scenario/s where the substitution will be necessary will be in:

1. Decisions related to the acquisition of individuals for a program-related position and the board member responsible for handling that will not be available, another board member who leads the program must take lead and fulfill the acquisitions and denials.

Acquisition of Individuals for Programs

People are what defines and shapes Loom; as a result, it is essential to get individuals both interested **and** applying for programs. This section will discuss the proper application steps and procedures that will need to be followed by both applicants applying to a program, and those who are requiring applications.

1. For departments and programs requiring applicants
   a. Please create a form or a post for individuals to be able to apply to or be interested in
       i.   Example: First Loom Google Form for applying for Programs and teams.
   b. Depending on the position, you may or may not require a second step at the application process.
   c. For interviews

          i.   Please follow all appropriate steps and utilize common sense for creating a meeting and for the applicant, ask questions related to the applicants qualifications for the position and the questions that can allow for you to be able to make an informed decision.

   d.   For applications and next steps

          i.   Please read the questions carefully and make sure that the responses are genuine; we don't want people who utilize Artificial Intelligence (also attempt to make it friendly for them to be able to apply in their own language to prevent this).

         ii.   Follow all relevant procedures and steps, and it necessary, make a decision on whether or not the applicant will move onto the next step for interviews or will be hired (depending on needed steps for applications)

   e.   Follow all Loom behavioral policies, your decisions for hiring or not deciding based on race, sex, or religion will not be tolerated since you will become a liability.

2.   For individuals applying

   a.   Please answer all questions diligently and please do not attempt to utilize artificial intelligence in applications. If necessary, you may utilize your own language to be able to translate.

   b.   Please stay in the Discord as it'll lead to communication issues if you aren't and can lead to your application being canceled since we require your Discord username for us to be able to communicate updates regarding your application and streamline the application process.

   c.   We will DM you regarding your application status, and you may get a higher position or lower position from applications depending on your experience and also your interviews, if applicable.