

Bylaws for Shop Captains

Voted on by Excom 11/24, Motion Passed

Voted on by a majority of Shop Captains 12/1, Motion Passed

1) Act as an Ambassador for Lowell Makes

- All shops are part of Lowell Makes. While each shop is its own "Kingdom", each shop only survives if the whole of Lowell Makes survives. You are the faces that the members meet and know. We ask that you promote Lowell Makes as a whole and support each other and each other's shops.

2) You must have a co-captain or crew for your shop

- This person(s) must be able to also check people out in your shop

3) You must create and maintain a list of rules for your shop

- These rules will be submitted to Excom for approval before they become active/enforceable
- The rules should include shop safety, shop cleanliness and any other shop specific information
- The rules will include requirements to complete higher level checkout process
- These rules must be applied across all members, yourself included.

4) Shop Cleanliness

- you are responsible for shop cleanliness - instill good traits, rally the troops, take the lead and clean
- quarterly cleaning days for deep cleaning

4) Checkouts - Base Level

- A free checkout will be provided to all Lowell Makes members
- Checkouts should be on a reoccurring schedule or as needed as long as the time between request and actual checkout doesn't exceed 3 weeks. Reoccurring checkouts may still require someone to sign up in advance.
- Checkout will include shop rules, safety information
- Checkout will train member on how to use at least two pieces of powered equipment in the shop

- Checkout will clarify what is included in higher level checkout, what the checkout requirements are and how to go about obtaining the higher level checkout.
- 5) You must create and maintain a list of tools in your shop, specifically tools greater than \$100
- This list should include the owner of the tools, whether it is Lowell Makes or privately owned and on loan to Lowell Makes
- 6) Your shop must hold at least 1 class a quarter
- The shop captain is not required to be the person holding the class
 - The class does not need to be within the scope of the shop (ie Cosplay can do project class using lasers)
 - Class can be taught by someone outside Lowell Makes
- 7) Provide all information regarding tools, shop rules, and checkouts to Excom for publishing on the Wiki and website.

Consequences:

- 1) For every quarter (3 months) that you are in violation of two or more of these rules, you will lose access to shop account. After six months that you are in violation of two or more of these rules, Excom will seek a replacement Shop Captain
- 2) New Shops and Shop Captains are given a grace period of one quarter (three months)
- Extensions will be available if requested due to circumstances

In exchange Excom will:

- 1) Support your role as head of the shop (aka Duke/Duchess of your domain within Lowell Makes)
- 2) Help you attract members
- 3) Help you design and promote courses and work shops
- 4) Provide financial support when available
- 5) Assist in the development of a shop budget
- 6) Provide mediation with other members within and outside your shop
- 7) Work to keep Lowell Makes open, running, and access available to your shops
- 8) Provide an amazing dinner at least once a year to thank you for all your hard work.