

Constitution of Rose-Hulman MakerLab

(Version 5.0, October 1, 2022)

Preamble

We, the Rose-Hulman MakerLab, exist to improve student learning, incentivize hands-on activities, share engineering knowledge with the community, contribute to safety policy, and provide tools for projects which pique students' curiosity. Through this Constitution we make clear the purpose of our club, the benefits afforded to our members and partners, and our compliance with the regulations and policies of Rose-Hulman Institute of Technology.

Definitions

"MakerLab Discord" refers to the official Discord server of the MakerLab.

"CampusGroups" refers to the official Rose-Hulman CampusGroups page for the MakerLab.

"Innovation Centers" refers to the Branam and Kremer Innovation Centers and their leadership.

A "Majority" or "Quorum" refers to at least half the number of eligible participants, except when specified otherwise.

"Life critical safety procedures" refers to any procedure or practice that a violation of could potentially cause the loss of life or serious injury.

The "Lab" refers to the physical space used by MakerLab located in the KIC.

"Partner" refers to a club or class that has a written partnership agreement with, subject to Article II.

Article I: Name and Purpose

1) Name

- a) The name of this organization shall be Rose-Hulman MakerLab.
- b) The organization may also be referred to as MakerLab, Rose MakerLab, and Maker.
- c) The SGA shorthand name for the organization shall be Maker.

2) Purpose

MakerLab exists as a student organization to:

- a) Provide and maintain a student-run workspace where students may pursue their personal projects, independent study projects, and partner projects.
- b) Develop an environment with basic tools, materials, and knowledge readily available for students to implement their ideas.
- c) Provide the necessary training and certification in the proper use of tools available in the Lab.

- d) Serve as a resource to similarly aligned partner clubs.

Article II: Membership and Partnership

1) Membership

a) Requirements for membership:

All currently enrolled undergraduate or graduate students, faculty or staff members employed by Rose-Hulman Institute of Technology shall be eligible for membership. In addition, any student must do the following to become an active member:

- (1) Join the MakerLab Discord server and the MakerLab CampusGroups group.
- (2) Log at least 5 hours in the Lab within each quarter.
- (3) Take the “Intro to the MakerLab” class or the “Intro to MakerLab Refresher” class every school year.

b) Benefits of membership

Members of MakerLab receive the following benefits:

- (1) Use of MakerLab tools and equipment they have been trained on.
- (2) Ability to vote in meetings held by the organization.
- (3) Eligibility to receive MakerLab marketing apparel.
- (4) Priority to go on trips or tours organized by MakerLab.
- (5) Reasonable use of expendable MakerLab stock materials and components.
- (6) Ability to request the purchase of stock materials, equipment, and components to aid in projects.

c) Removal of membership

(1) Grounds

The revocation of membership should be considered an extreme remedy and used only sparingly. Membership may be removed for the following reasons:

- (a) Repeated interference with the mission and purpose of the organization.
- (b) Violation of the constitution and bylaws of the organization.
- (c) Blatant disregard for the safety rules, including taking clearly hazardous actions that are not explicitly prohibited.
- (d) Violation of life critical safety procedures. This includes reckless use of compressed air or flammable materials.

(2) Procedure

To revoke the membership of an individual the following procedure will be followed:

- (a) A club member must request a public hearing and present evidence of why the individual’s membership should be revoked.
- (b) The individual in question may argue a defense and present counter evidence at the hearing or may request a separate hearing to allow time to prepare a defense.

- (c) The officers will discuss and weigh the evidence. If the officers find the evidence against the individual strong enough, they may revoke membership with a 2/3rds majority vote.
- (d) After the officers revoke membership, the President shall inform BIC leadership about the revocation of membership and provide any evidence collected in the public hearing process.
- (3) Alternative Procedure
The faculty advisors may unanimously decide to revoke membership. In this situation a public hearing is not required if it would violate institute policy or is determined to be inappropriate by the faculty advisors.

2) Partnership

a) Eligibility

Any student organization recognized by Rose-Hulman Institute of Technology may become a partner with MakerLab if they meet the following criteria:

- (1) Have a mission that is aligned with or complementary to MakerLab's.
- (2) Are in good standing with the Institute and the Innovation Centers.
- (3) Are willing to follow the partnership agreement when it is finalized.

b) Procedure to establish club partnership

- (1) A representative of the potential partner club will contact the MakerLab President.
- (2) If the President agrees that partnership would be mutually beneficial, representatives of the club will meet with the MakerLab officers.
- (3) Before the meeting it is strongly suggested that the MakerLab President and potential partner club draft a simple partnership agreement that includes details on the goals of the partnership, details of tool use, and the terms of using MakerLab material. A sample partnership agreement is included in Appendix A.
- (4) During this meeting the details of the partnership agreement will be discussed, an official partnership agreement drafted, and a vote taken.
- (5) If a majority of the other MakerLab officers, along with President, vote in favor of the agreement the partnership becomes official as outlined in the partnership agreement.

c) Benefits of partnership

Besides the specific benefits outlined in the partnership agreement, all partner organizations receive the following benefits:

- (1) Ability to submit suggestions regarding the tools and materials MakerLab purchases.
- (2) Use of the MakerLab logo when referencing partnership in promotional material.
- (3) Partner organization members who have completed the proper training shall be considered MakerLab members for the purpose of this constitution and are held to the same high standards as them.

d) Removal of partnership

(1) Grounds

Any of the following are grounds for removal of partnership:

- (a) A change in the partner organization such that its values no longer align with those of MakerLab.
- (b) Failure to instruct and/or reprimand their members acting as a member of the partner club in following MakerLab safety practices.
- (c) Repeated failure to follow partnership agreement, especially regarding tool and material use.

(2) Procedure

The procedure to remove a partnership is like that of removing a member.

- (a) An officer must request a hearing and present evidence of why the team's partnership should be revoked.
- (b) The team may appoint one or more representatives to present a defense of the organization and the partnership agreement.
- (c) The officers will discuss and weigh the evidence. If a 2/3 majority of the officers find the evidence against the organization strong enough, they may revoke the partnership.

Article III: Code of Conduct

Members expected to foster an atmosphere of welcoming and creativity towards everyone.

- (1) Members are expected to never act in such a way as to interfere with the goals of the organization. This includes blatant disregard of other members, safety policies of the club, and equipment.
- (2) Training on equipment must be given by an official instructor of the MakerLab during an official MakerLab class. Training received outside of such classes or given by someone who is not an official instructor is deemed inadequate. Members of MakerLab partner clubs are subject to the same training requirements as any other MakerLab member.
- (3) We are dedicated to providing a harassment-free experience for everyone. We do not tolerate harassment of participants in any form. Harassment includes offensive comments related to gender, sexual orientation, disability, physical appearance, body size, race, religion, sexual image, deliberate intimidation, sustained disruption, and unwelcome sexual attention. Participants asked to stop any harassing behavior are expected to comply immediately.
- (4) Sexual language and imagery (as defined by Institute policy) are not appropriate at any time.
- (5) Members are expected to assist in maintaining the cleanliness of the space by returning tools and material to the correct locations and correctly disposing of waste. Members are encouraged to leave the space cleaner than they found it.

- (6) Participants violating these rules may be expelled from the group at the discretion of the officers and their membership revoked through the procedure laid forth in Article II.
- (7) If anyone sees harassment, or has any other concerns, they must contact an officer immediately.

Article IV: Officers

1) Duties of the Officers

a) President

The President serves as the public face of MakerLab and handle the long-term management of the organization.

(1) Planning

- (a) Maintain a strategic plan that focuses on the goals of MakerLab.
- (b) Work with the Lab Director and Treasurer to plan the lifecycle of larger pieces of equipment.
- (c) Schedule and chair MakerLab officer and member meetings.

(2) Fiscal

- (a) Approve all items in excess of \$500.
- (b) Approve purchases of items that are not parts or supplies for the Lab in excess of \$50.
- (c) Veto purchases if they are not beneficial for the organization and provide a detailed explanation of why the veto is necessary.
- (d) Work with the treasurer to ensure that MakerLab has enough funds to accomplish its mission.

(3) Outreach

- (a) Maintain strong contacts with outside resources such as companies, alumni, and the public.
- (b) Maintain the key connections with Institute Advancement, Marketing and Communication, Admissions, Environmental Health and Safety, Facilities, BIC faculty, the President's Office, and academic faculty.
- (c) Represent MakerLab at Rose-Hulman events such as the activities fair and BIC open houses.

b) Lab Director

The Lab Director is directly responsible for the safe and efficient operation of the Lab and is considered the Vice President of MakerLab for SGA and Institute purposes.

(1) Space management

- (a) Ensure that the Lab remains organized and clean.
- (b) Work with Equipment Managers and Treasurer to ensure that supply levels are maintained.
- (c) Report non routine equipment issues to the President.
- (d) Authorize the purchase of parts and supplies between \$50 and \$500.

(2) Planning

- (a) Work with communications director and equipment managers to develop a class schedule.
- (b) Schedule down time for machine repairs and upgrades.

(3) Collaboration

- (a) Work to introduce new members to MakerLab.
- (b) Coordinate partner use of the Lab with partner officers.
- (c) Help pair members looking for projects to work on with those directing projects.

c) Treasurer

The Treasurer is responsible for balancing the budget of MakerLab and handling the purchasing of items for MakerLab.

(1) Budgeting

- (a) Work with the Lab Director and President to develop an annual budget.
- (b) Handle the budget submission and approval process for the SGA and BIC budgets.
- (c) Keep MakerLab on budget and avoid getting ahead of or behind the annual budget.
- (d) Prioritize funding items and equipment that deliver value to the MakerLab and MakerLab members.
- (e) Place reasonable restrictions on financially costly projects and provide written explanations when this is necessary.

(2) Purchasing

- (a) Approve and handle the purchasing of items under \$50 dollars.
- (b) Work with the Lab Director and President as needed to purchase items in excess of \$50.
- (c) Ensure that all purchases are relevant to the operation of MakerLab and provide value to the organization. Expensive equipment that requires an individual to spend a large amount of time and money to utilize will likely not provide adequate value.
- (d) Ensure that purchases follow BIC and SGA standards.
- (e) Produce a report with adequate detail if denying a purchase request.

(3) Record keeping

- (a) Follow the record keeping requirements.
- (b) Keep detailed and accurate financial records.
- (c) Save all digital invoices and receipts.

d) Class Manager

The class manager is responsible for managing and scheduling classes throughout the quarter.

(1) Class Management

- (a) Manage the overall class program by scheduling at least 2 classes per semester.
- (b) Work with equipment managers and Communications Officer to decide when to hold classes.
- (c) Communicate with the Lab Director and Treasurer to make sure classes have the necessary equipment to run.

(2) Class Creation

- (a) Work with officers to create new classes or improve class documentation.
- (b) Keep good records of how classes are run to keep them consistent across instructors.
- (c) Make sure that all classes cover safety information.

e) Equipment Managers (CNC, Laser, 3D Printer, Sewing Machine)

The equipment managers serve to maintain their respective equipment and ensure the safe operation of it.

(1) Budget

- (a) Determine what budget is necessary to keep the equipment up to date, operating, and stocked with all necessary consumables for the year.
- (b) Send purchase orders to the Lab Director and Treasurer for approval.

(2) Maintenance

- (a) Maintain and repair their equipment.
- (b) Implement upgrades as necessary when they provide value to MakerLab or enhance safety.

(3) Training

- (a) Ensure members are properly trained in equipment usage.
- (b) Provide yearly training for members to gain access to the machine and provide training to other officers so that they can lead classes on the equipment.

f) Communications officer

(1) Digital Communications

- (a) Post on the MakerLab social media pages at least once a quarter.
- (b) Send out emails to the bounce related to classes and club events after proofreading by another officer.
- (c) Read through and approve all emails that are sent by other officers to MakerLab members to ensure they are professional and clear.

(2) Promotional Materials

- (a) Assist other officers in creating and deploying promotional materials for events and classes.
- (b) Approve promotional displays at the front of the Lab and at tabling elsewhere.
- (c) Create promotional giveaways and swag.

(3) Record Management

- (a) Keep good records of all nonbudget MakerLab files and documents.
- (b) Take meeting minutes at officer meeting and special meetings.

g) General Responsibilities for all Officers

(1) Lab Responsibilities

- (a) Do walkthroughs of the Lab to monitor the state of safety, tools, inventory, and cleanliness of the Lab. This does not excuse normal MakerLab members from cleaning up after themselves.
- (b) Ensure that the Lab is being used properly, and quickly address any instances of rules not being followed.
- (c) Work with the Equipment Managers to repair equipment when additional assistance is needed.
- (d) Help members seeking assistance find someone to help them.
- (e) Encourage use of the sign in systems.

(2) Professional standards

- (a) Serve as servant leaders and step in at any level when necessary.
- (b) Create and maintain transition documents to aid in officer succession.
- (c) Act with the highest level of accountability and professionalism.

2) Qualifications for becoming an Officer

Any active member of the organization is eligible for nomination to an officer position. If a potential officer candidate currently holds an executive position on any other BIC competition team, approval from current officers in their other organizations must be obtained before the candidate is allowed to run.

3) Terms of Office

a) Length

An elected officer's term lasts one year and begins on the first day of spring quarter following elections.

b) Transition period

- (1) During the spring quarter, the previous officers will hold equal power with newly elected officers for the remainder of the school year.
- (2) The transition period serves as a way for the new officer to learn from the previous officer.
- (3) At the start of the transition period the previous officer shall provide the new officer with the transfer packet for the position.
- (4) If there is disagreement between the newly elected officer and previous officer, the new President (or club advisors if the disagreement is between Presidents) will settle the dispute.
- (5) The previous officer is responsible for making sure the newly elected officer is completing their duties.
- (6) If a newly elected officer is clearly not fit for the role, the previous officer should notify the new President or faculty advisors so that they can take corrective action.

4) Procedure for filling vacated offices

If an office is vacated, a special election shall be held at the next meeting. The President may appoint a member to fulfill the duties of the vacated position until the special election is held.

5) Removal of officers

a) Grounds for removal

An officer may be removed from the office on any of the following grounds:

- (1) Failure to fulfill the duties of their office.
- (2) Interference with the purpose of the organization.
- (3) Violation of the Constitution of the organization.

b) Procedure for removal of officers

- (1) A member must submit a petition for impeachment to the President (or the Lab Director if the President is to be impeached).
 - (a) The petition must be signed by a majority of the active members or 2/3rds of the other officers.
 - (b) A hearing regarding this petition must be held at the next meeting.
 - (c) The officer in question must be informed of this hearing to give them a chance to prepare a defense.
- (2) At the impeachment hearing, the member submitting the impeachment petition must present complaints and/or evidence as to why the officer should be removed.
- (3) The officer in question will be given an opportunity to argue a defense and offer counter evidence.
- (4) A two-thirds vote of the members or a unanimous vote of the other officers is required to remove the officer.
- (5) The position of an impeached officer shall be filled by a special election. In the interim the President (or majority of the officers in case of the President being impeached) may appoint a MakerLab member to temporarily fill the position.

6) Procedure of Extended Absence

a) Basics of an absence

- (1) If an officer is to be absent or otherwise unable to carry out their duties temporarily, said officer may choose to keep their position and nominate an Interim officer to fulfill their duties in their absence.
- (2) The absence cannot exceed one quarter.
- (3) The President (or majority of officers in the case of the President) must approve the member to fill in for the absent officer.

b) Approved reasons for an absence

- (1) Reasons for an absence can include: Co-ops, studying abroad, hospitalizations, other health issues, and personal reasons.

- (2) All reasons including those previously listed must be approved by two of the following: At least one of the Advisors, The President, or a majority vote of the officers (excluding the President and the absent officer).
- (3) If the officer in question is the President, the reason for absence must be approved by the Lab Manager, Advisor, and majority vote of the officer staff.

Article V: Elections

1) Timing

Elections will be held no later than the tenth week of the winter quarter to allow the newly elected officers transition time to assume duties on the first day of spring quarter.

2) Nominations

Prospective officers must notify the President no less than 48 hours before the election that they intend to run for a given office. Any active member may also nominate another member to run for office while providing a short summary of why they would like the position and why they feel they are qualified for said position. The President must provide a list of all nominations to the advisors prior to noon on the day of the election. The President has the responsibility to confirm that a nominee is willing to accept a nomination before the election takes place. Advisors may unanimously vote to remove someone from the ballot.

3) In person procedure:

a) Location

The President shall determine the location of the election.

(a) The location of elections shall be a room of sufficient capacity on Rose-Hulman's campus.

(b) The President shall ensure that the room is properly booked for the election.

b) Notification

Club members must be given at least two weeks' notice before the election either through email or other effective messaging system with details of the meeting location and time.

c) Quorum

At the time of the meeting the number of voting members shall be counted. If there is no quorum, the election must either be unanimously confirmed by the advisors or another election must be held.

d) Voting

(a) Voting will be conducted by single transferable vote with a secret ballot for each office.

(b) The Communications Officer will count the votes, however, they cannot count votes in an election they are running for (the advisors will count votes instead in this case).

(c) Each eligible member will rank their choices for each office, but will receive only one vote.

e) Absentee ballots

At least 24 hours before the election the Communications Officer shall send out an absentee ballot form to all eligible members. If this ballot is submitted before the election, the vote shall be counted, and the member will be counted as part of quorum.

4) Online Procedure

a) Notification

Club members must be given at least two weeks' notice before the election either through email or other effective messaging system to allow for nominations.

b) Type of election

The election shall be a single transferable vote accomplished through a secret ballot.

c) Sending of ballot

On the day of the election the Communications officer shall send out the ballot to all eligible voting members.

d) Length of time

The ballot shall remain open for at least 5 days to allow everyone a chance to vote.

e) Quorum

After the ballot closes the Communications officer shall tally votes and check for quorum the same as the In Person Election. If quorum is not reached, the advisors must unanimously approve the vote, or another election must be held.

Article VI: Meetings

1) Types of Meetings

a) Update Meetings

- (1) The weekday and time of the meeting will be determined by a majority vote by the members of the organization to avoid overlapping conflicts.
- (2) Meetings will be open to all members of the MakerLab to update everyone on plans, events, and other general announcements.
- (3) The agenda for the meeting will be prepared by the officers.
- (4) The Communications Officer will take the minutes for the meeting.
- (5) At the end of each update meeting, attendees will clean the Lab.

b) Officer meetings

- (1) Meetings will be bi-weekly, starting the first week of each quarter, or more often if agreed upon by the officers.
- (2) The date and time of the meeting will be determined by the officers to avoid schedule conflicts.

- (3) Meetings are held for the officers to discuss plans for the club, events, classes, budget alterations, or other items related to officer responsibilities.
- (4) The President will create an agenda for the officer meetings.
- (5) The Communication Officer will take minutes at officer meetings.
- (6) Officer meetings are open to all members of MakerLab to optionally attend.

c) Special Meetings

- (1) The location, date, and time of a special meeting will be determined by the officers.
- (2) A special meeting may only be called by the officer group as a whole in the event that one is required to correct an imminent, critical issue.
- (3) Active members need not be notified of Special Meetings, as they are open only to officers, advisors, and specifically invited parties.
- (4) An officer will create an agenda for the officer meetings
- (5) The Communication Officer will take minutes at the meetings

2) Meeting minutes and records

- a) The Communications Officer shall take meeting minutes and keep all meeting-related records of meetings.
- b) Minutes will be distributed soon after the conclusion of the meeting and finalized during the next meeting.
- c) Meeting minutes should include records such as election results, impeachment of an officer, removal of a member, approval of a budget or expense, confirmation of amendment approval, or any other club actions that should be recorded.
- d) The Communications Officer is responsible for storing club records and passing them onto the next Communications Officer.

Article VII: Club Finances

1) Records

The Treasurer is responsible for maintaining high quality financial records for the organization. All financial records shall be held in the officer OneDrive/SharePoint folder and marked as a business record as the retention policy.

2) Dues and membership fees

There shall be no dues or fees required to be a member of this organization. If a fee or due is needed, a written statement will be sent via email to all members with at least one week of anticipation to give sufficient time to submit the fee. The Treasurer will oversee collecting fees and recording such activity. The organization will receive a majority of its funding from the SGA and BIC, or outside grants, and will comply with all funding policies and procedures issued by the funding authority.

3) Expenditures

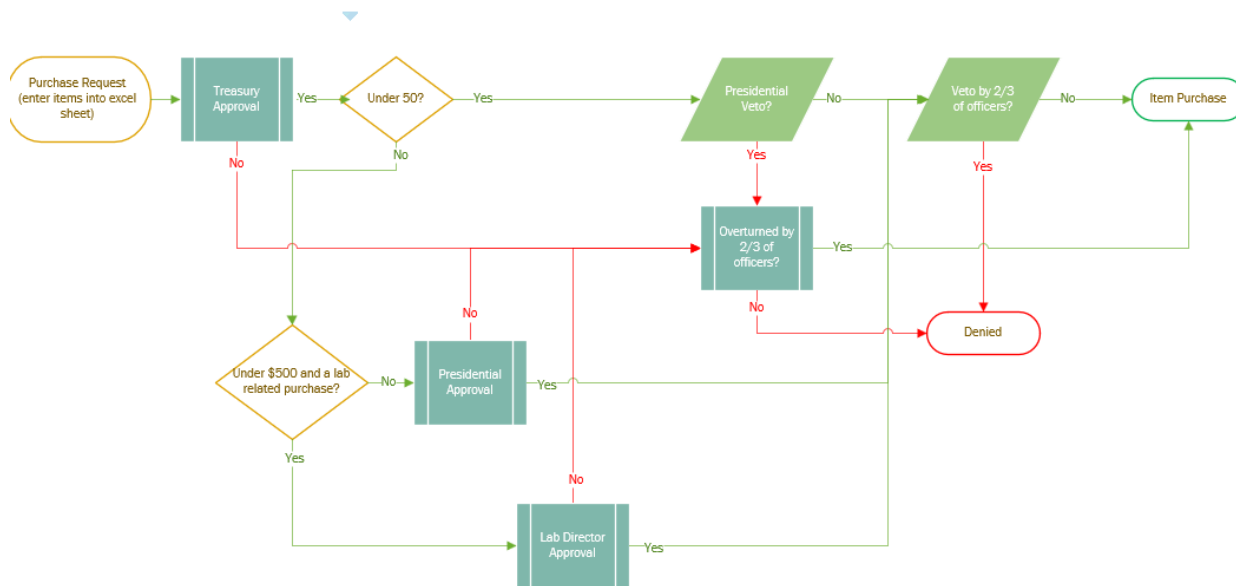
- a) All purchases shall be used exclusively to advance the mission and purpose of MakerLab.
- b) All budget expenditures will be visible to all MakerLab officers.

c) Purchasing Process

- (1) Purchases under \$50 may be directly approved by the treasurer
- (2) Budget expenditures between \$50 and \$500 dollars related to the Lab must be authorized by the Treasurer and the Lab Director.
- (3) All other purchases must be authorized by the Treasurer and President.
- (4) Before executing any expenditure, the Treasurer must give the Officers reasonable (at least 24h) notice of the future expenditure to allow for potential objections and discussion.
- (5) At any time, the Treasurer or a majority of the Officers may veto an expenditure.
- (6) The President may veto any expenditure that is not between \$50 and \$500 dollars and for the Lab. The veto process for these expenditures follows item 5.
- (7) In the case of either the President, Treasurer, or Lab Director denying or vetoing a purchase, after a thorough discussion with both sides presenting evidence, $\frac{2}{3}$ of the Officers may vote to override the decision.

MakerLab Purchasing Process

This process will be used to ensure the efficient use of MakerLab resources. The progress through this process will be tracked using the [MakerLab budget tool](#).



4) Dissolution

Upon dissolution of the organization, all remaining funds and assets are to be folded into the BIC and KIC to be used at the discretion of the Innovation Center Leadership.

Article VIII: Facility and Equipment

1) Space Management

The Lab Director oversees organizing the area and promoting organization. The Lab Director shall work with the Treasurer and equipment managers to maintain an inventory of the MakerLab's supplies and equipment. The record should be kept in an electronic form so it can be easily transferred to the next generation of officers.

2) Storage Space

- a) The space is not allowed to be used as permanent storage for students or clubs except where specifically allowed in a partnership agreement.
- b) The Lab Director must record the contact information of the members and their materials that are stored in the Lab temporarily.
- c) The organization will not be responsible for any member's personal items.
- d) Members must confirm that they understand the consequences of using MakerLab storage before storing anything.
- e) At the end of the spring quarter, an email will be sent out to the members that have their projects stored in the Lab. Members can either donate their materials to the Lab or take them back. If the members need to store their materials over the summer, the Lab Director may grant approval to do so.
- f) Materials that are left in the Lab for more than two years or left after graduation will be considered as owned by the Lab. The member will not be able to get them back. At least 7 days before such action, the member will be warned via their Rose-Hulman email address or last known contact information.

3) Space Safety

- a) The Lab Director and Equipment Managers are responsible for maintaining safety documents for all equipment in the space. These documents should be reviewed on a yearly basis for accuracy and relevance.
- b) Overall information
 - (1) The tools and equipment located in the space are inherently dangerous and misuse could result in serious injury, loss of property, or death. The Officers and members of MakerLab have a responsibility to understand these risks and understand the procedures put in place to reduce harm in the event of an incident.
 - (2) Specific safety training for our larger machines (Laser cutter, CNC router, Vinyl printer, sewing machines, etc) will be given by their respective Officers. Once a member has received training, the Officer involved will record the member's name, equipment the training is for, and date the training took place on.
 - (3) Equipment training must be renewed by all members, including officers, on an annual basis for all equipment said member / officer wishes to operate.
 - (4) A list of emergency contacts and an incident response guide will be kept in a prominent location in the MakerLab.

Article IX: Faculty Advisors

1) Number

The number of faculty advisors shall be 2. The record of the current advisors shall be kept on CampusGroups.

2) Selection of Advisors

- a) In the case of a vacancy for an advisor the officers will put together a pool of advisor candidates through a process of interviewing candidates and reviewing recommendations.
- b) The officers shall then hold a ranked choice election with every candidate in the pool running.

3) Qualifications

- a) The candidate must be engaged in MakerLab and willing to provide support and guidance to the club.
- b) The candidate must be a full-time employee of Rose-Hulman.

4) Terms of office

- a) An advisor may stay in the position for as long as desired unless voted out of the position or they choose to resign.
- b) If the advisor's position is vacated for any reason, a new advisor will be selected by the same process.

5) Removal

- a) An advisor may be removed by a majority vote of the officers.

Article X: Amendments

1) Proposal

- a) Any active member may propose an amendment to this constitution by submitting it to the President or raising it during a public meeting.
- b) Once submitted, the Communications Officer will distribute it to all active members.
- c) All amendments must not be contrary to the Institute's regulations or policies.

2) Voting

- a) The constitutional amendment will be voted on at a general meeting.
- b) Voting will be conducted by secret ballot and a 2/3 majority vote is necessary for the amendment to be ratified.

Appendix A: Sample partnership agreement

This is a Partnership Agreement between the Rose-Hulman student organizations of MakerLab and ____ (the Partner).

Whereas MakerLab and the Partner both share in the same goal to ____. MakerLab agrees to give the Partner certain benefits in exchange for the Partner's adherence to this agreement.

Benefits:

- Use of MakerLab's equipment, specifically including the Laser Cutter and the 3d Printers.
- Vinyl for prints under 2 feet long.
- Table space for ongoing projects subject to approval by the MakerLab President.
- Ability to request storage bins under the front tables of the Lab.
- Use of the MakerLab partnership logo in advertising and promotional material.
- Ability to recommend to MakerLab new equipment or materials that should be stocked in the Lab.
- Permission to borrow a limited number of MakerLab hand tools for off campus competition use subject to approval from MakerLab's President and Lab Director.

Restrictions:

- All members of the Partner Club must receive training from a MakerLab officer on the equipment that they plan on using.
- MakerLab equipment must not leave the Lab unless the equipment is signed out on the equipment tracking sheet.
- Raw materials used by the Partner other than those specifically listed in the Benefits section must be paid for or proved by the Partner.
- When possible, the billing for materials should be agreed upon by the Treasurer of MakerLab and the Partner in advance of the material being used.
- Any MakerLab storage bins used by the Partner must be clearly labeled.
- The Partner agrees to instruct their members in the safety practices of MakerLab and the use of the sign-in system.
- Members of the Partner agree to keep the Lab clean and organized and follow all MakerLab and KIC safety practices.

Together MakerLab and ____ hope to advance our shared mission of _____. This partnership agreement only lays the groundwork for the cooperation between these two organizations, and it is essential that both organizations keep in touch and continually work to improve the partnership.

X

MakerLab President
On Behalf of MakerLab

X

Partner Present
On Behalf of Partner