Bylaws

OpenDesign Lab
Department of Engineering
North Carolina State University

Version: 2
August 22, 2012
Ratification

All Board members signing this ratification agree to uphold these bylaws and approve their administration. These bylaws are considered valid once a majority of the current Lead Designers and at least one Faculty Advisor have signed below as defined in the current Lab Bylaws. Once these bylaws are ratified, all other bylaw modifications must proceed as defined in §10.

DATE RATIFIED:

LEAD DESIGNERS

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<tr>
<th>PRINTED NAME</th>
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FACULTY ADVISORS

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## Contents

1 Introduction .............................................. 1

2 Definitions ............................................... 1

3 Goals of the OpenDesign Lab ......................... 1

4 Structure and Leadership ............................... 1

4.1 Officers .................................................. 1

4.1.1 Lead Designers ....................................... 2

4.1.2 Representatives ....................................... 2

4.1.3 Lab Director ........................................... 3

4.2 Non-Officer Roles ....................................... 3

4.2.1 Advisors ............................................... 3

4.2.2 Design Engineers ..................................... 3

4.3 Executive Board ......................................... 3

5 Membership ............................................... 4

5.1 Membership Agreement ................................ 4

6 Board Procedures and Practices ................. 5

6.1 Meetings of the Board ................................. 5

6.2 Chairs ..................................................... 5

6.3 Revoking Membership ................................. 5

6.4 Appeals, Overrides, and Vetoes ..................... 6

6.4.1 Appeals of Decisions Made by the Board ....... 6

6.4.2 Vetoes and Overrides ............................... 6

6.5 Finances .................................................. 6

6.6 External Agreements ................................... 7

7 Partnerships with Other Student Organizations ... 7

7.1 Qualifications for Partnership ....................... 7

7.2 Process of Obtaining Partnership ................. 7

7.2.1 Approval of Representatives ...................... 8

August 22, 2012
7.3 Regulations Pertaining to Partnership ................................. 8
7.4 Partner Agreements .......................................................... 8

8 Dissolution ................................................................. 9

9 Lab Policies and Regulations ................................................. 9

10 Amendments and Modifications of the Bylaws ................. 9

A Amendments

B Current Membership Agreement

C Policies and Regulations
1 Introduction

This is the second version of the OpenDesign Lab’s Bylaws. This version will amend the current bylaws as well as modify the existing sections to take into account the changes that have and will occur within the OpenDesign Lab.

2 Definitions

2(a) The abbreviation “ODL” will stand for OpenDesign Lab.

2(b) The use of “we”, “us”, or “Lab” will refer to the OpenDesign Lab as a whole, including its members.

2(c) “Member” will be defined as a student of the University, past or present, who has accepted the Membership Agreement as defined in §5 or a founder of the Lab.

2(d) “University” will be defined as North Carolina State University as a whole.

2(e) The abbreviation “ECE” will stand for Electrical and Computer Engineering.

2(f) The abbreviation “SORC” will stand for Student Organization Resource Center.

3 Goals of the OpenDesign Lab

The goals of the Lab are as follows:

3(a) To provide a facility for ECE students to explore their field.

3(b) To provide a space for individual projects and as a meeting space for groups.

3(c) To foster a sense of creativity and exploration through design.

3(d) To allow open collaboration between the various majors available at the University.

4 Structure and Leadership

4(a) In accordance with the goals defined in §3, ODL is a space that hosts the collaborative projects and exploration of the engineering fields with a focus in ECE. The leadership of the Lab is to provide a means for resolving disputes between members, students, and organizations, to protect the existing space, and to increase the size of the space to support additional members and organizations. The requirements set forth by the SORC at the University will be adhered to, including maintaining a minimum of four officers.

4(b) Under no circumstances may the Lab violate NC State University Policies, Regulations, or Rules, nor may it violate state, federal, or international law.

4.1 Officers

The following sub-sections describe the officers of the Lab and their responsibilities.
4.1(a) As per SORC regulations, there will be a minimum of four officers at all times except as allowed in §8.

4.1.1 **Lead Designers**

4.1.1(a) Lead Designers are the executive members in the Lab.

4.1.1(b) All founders of the Lab are granted the position of Lead Designer.

4.1.1(c) Lead Designers are responsible for the following:

   i. Calling Board Meetings
   
   ii. Managing budget
   
   iii. Managing laboratory part inventory
   
   iv. Establishing rules and membership guidelines
   
   v. Performing lab safety orientations for new members
   
   vi. Seeking corporate partnerships and donations

4.1.1(d) Lead Designers serve indefinitely unless removed by the Board or upon graduation from NC State University. During the beginning of every fall semester, the status of all Lead Designers will be reviewed. A member continues to be a Lead Designer as long as the member attends at least one Board meeting each year. Failure to comply is grounds for the Board to demote the Lead Designer during the status review.

4.1.1(e) Any member may be promoted to Lead Designer with the authorization of the Board. The member must meet the following qualifications before being considered for promotion:

   i. Regularly attend Board meetings
   
   ii. Show potential for leading the Lab
   
   iii. Being interactive and supporting the Lab

4.1.1(f) To promote a member, the request needs to be made by the member or by a Lead Designer. After the request is reviewed, the request is put to a majority vote of the Board. If the request is approved, the member is promoted to a Lead Designer.

4.1.2 **Representatives**

4.1.2(a) Representatives are members of the Lab that represent other student organizations that have partnered with the Lab. They are chosen by the members of the partnering student organization.

4.1.2(b) Representatives hold the ability to authorize actions that impact the organization they are representing.

4.1.2(c) Representatives will be appointed annually by the Partner, subject to approval by the Board as defined in §7.2.1.

4.1.2(d) Representatives have the ability to add new members to the Lab, but representatives are only allowed to add members from the partner that they represent.
4.1.3 Lab Director

4.1.3(a) On an annual basis or following the resignation of the existing Lab Director, the Board, including the current Lab Director, will appoint a new Lab Director or renew the current director.

4.1.3(b) The Lab Director represents the Lab’s long-term strategic interests and members.

4.1.3(c) The Lab Director is also classified as a Lead Designer.

4.1.3(d) The Lab Director will preside over all Board meetings and meetings of the Lab members.

4.2 Non-Officer Roles

4.2.1 Advisors

4.2.1(a) Advisors are alumni, professionals, and University faculty that serve as advisors to the Lab.

4.2.1(b) Advisors are responsible for the following:
   i. Advising members on potential projects
   ii. Developing projects that correlate to the ECE curriculum
   iii. Challenging engineers to create innovative designs
   iv. Acting as a liaison between the Lab and the University departments

4.2.2 Design Engineers

4.2.2(a) Design Engineers are students of the University, not limited to the ECE community. Any member not classified as a Lead Designer or a Representative is a Design Engineer.

4.2.2(b) Design Engineers are not required to attend Board meetings, but are not barred from attending.

4.3 Executive Board

4.3(a) The Executive Board consists of all Lead Designers, Faculty Advisors, Representatives, and the Lab Director.

4.3(b) Advisors do not have to be present at Board meetings. This is to keep the freedom of organizing the Lab to its members, and to keep an open decision process.

4.3(c) All Board meetings will be open, except for investigations of member misconduct.

4.3(d) Quorum requires representatives of three quarters of the partner organizations and three quarters of the Lead Designers.

4.3(e) The purpose of the Board is defined as follows:
   i. To review and approve all critical financial matters
   ii. To approve all partnerships with other student organizations as defined in §7
iii. To approve all amendments and modifications to the bylaws as defined in §10

iv. To promote a Design Engineer to the position of Lead Designer, to add a new Representative, and appoint a Lab Director.

4.3(f) The Lab Director does not participate in votes of the Board except in the event of a tie or when the Board is voting on amendments or modifications to the bylaws.

4.3(g) The Lab Director is required to ratify all agreements, partnerships, appointments of Chairs and Representatives, and policies and regulations before they become active.

4.3(h) The procedures the board must follow are defined in §6.

5 Membership

5(a) Membership is based on student interest in the Lab and is completely voluntary. To become a member, a student must

i. Attend a laboratory safety orientation

ii. Agree to abide by laboratory rules as set forth by the University and the Lab

iii. Agree to and sign a membership agreement; the agreement definition is stated in §5.1

5(b) Membership dues will not be assessed. This is to keep the Lab as open to the student population as possible.

5(c) Membership to the Lab may only be granted by Lead Designers or Representatives. Lead Designers have an obligation to grant membership to anyone who meets the membership requirements. However, Lead Designers or Faculty Advisors may revoke the membership of any member for infractions of the Lab policies or misuse of their access privileges.

5(d) Students and Partners may leave the Lab at any time. Membership of students and Partners can be revoked at any time by the Board.

5(e) A record of all Lab members, past and present, will be kept. Partnership affiliation will be recorded if membership was granted by the Partner. Lead Designers and Representatives have a responsibility to maintain this record.

5.1 Membership Agreement

5.1(a) The membership agreement provides a standard contract for all members. It is designed to keep members safe and the Lab properly maintained. The current membership agreement will be attached in Appendix B.

5.1(b) Membership agreements must contain the following information:

i. General safety when working with live circuits

ii. General guidelines for Lab use

iii. Basic Lab regulations

iv. Basic safety waiver that absolves the University and the Lab of responsibility in the event of injury due to misuse of Lab equipment or space.
5.1(c) Modifications of the Membership Agreement must be submitted to the Board for review. The changes will be given a majority vote to determine if they should be implemented. If approved, the modifications will be integrated into the Membership Agreement and the new agreement attached in Appendix B.

6 Board Procedures and Practices

The following subsections define the procedures and practices the Board must follow. These are designed to keep a uniform judicial proceeding and to keep executive power away from any one member.

6.1 Meetings of the Board

6.1(a) Meetings of the Board may be called at any time, by any Board member. All current members of the Board must be notified of the meeting time and place.

6.1(b) If a member of the Board requests a meeting time and/or place to be changed, the other Board members will attempt to accommodate the request.

6.1(c) Any member of the Lab may attend a Board meeting, therefore, all Board meetings should be listed in a common place accessible to all Lab members. The exceptions are if a closed door meeting is requested or if the Board is meeting as a response to member misconduct.

6.1(d) A closed door meeting of the Board may be proposed by any Board member at the meeting in question. The proposal must be seconded by another Board member. If seconded, the proposal is put to a vote by all Board members present. If the majority is for a closed door meeting, all Lab members not on the Board and guests must leave. A guest or non-Board member may be requested to stay or enter during a closed door meeting by a Board member.

6.1(e) Meetings called to discuss member misconduct are automatically declared as a closed door meeting.

6.1(f) Minutes from the meeting should be recorded but are not required.

6.1(g) No remote or electronic voting is permitted for issues requiring a vote by the Board.

6.1(h) Design Engineers may serve as proxies for any board member except the Lab Director. No person may represent more than one board member. The board member must approve the Design Engineer as their proxy in advance of the meeting. No person may represent more than one board member. Attendance by a proxy does not count towards the total required meetings of Lead Designers.

6.2 Chairs

6.2(a) Chairs are special positions within the Board that are created to govern specific areas of the Lab. Chairs must be appointed annually by the Board. The Board may create or destroy a Chair at any time, except the Chairs that are created in the Bylaws or Amendments or as defined in the Policies and Regulations.

6.3 Revoking Membership

6.3(a) Any member in violation of the Membership Agreement or University policy is immediately placed on probation and all Lab privileges are revoked. The Board or the Lab Director are the only bodies that can restore a member’s Lab privileges.
6.3(b) Any Design Engineer may have membership rights revoked at the discretion of a Lead Designer or Faculty Advisor.

6.3(c) If a member sees the need to revoke membership of a Lead Designer, the member must submit a request to the Board. The Board will then host a hearing to determine if it is necessary to remove the Lead Designer.

6.4 Appeals, Overrides, and Vetoes

6.4.1 Appeals of Decisions Made by the Board

6.4.1(a) Any decision made by the Board may be appealed by the opposing party.

6.4.1(b) To start the appeals process, the opposing party must submit a petition for the appeal to the Board. The petition must be a written document justifying the appeal. If the Board approves the petition, the Board will create a judicial committee, consisting of two Lead Designers and one Faculty Advisor, to oversee the appeal. In the event that three committee members cannot be found that are neutral on the subject of the appeal, the committee can be formed by three independent, neutral members of the University faculty. The judicial committee will make the decision whether or not to reverse the original decision of the Board or Lead Designer.

6.4.1(c) All decisions made by a judicial committee are final and cannot be vetoed by the Lab Director or overridden by the Board.

6.4.2 Vetoes and Overrides

6.4.2(a) The Lab Director has veto powers over any agreements, partnerships, and approval of Lab policies and regulations created by the Board.

6.4.2(b) The Board reserves the right to override any veto made by the Lab Director. An override must consist of a two thirds vote from the Board supporting the override. Successful overrides cannot be vetoed by the Lab Director.

6.5 Finances

6.5(a) Financial requests are defined as any transaction where moneys are exchanged from the accounts designated for Lab use.

6.5(b) The Board must approve any financial requests that equal or exceed $100.00. Requests smaller than $100.00 can be made by any Lead Designer so long as another Lead Designer also approves of the request.

6.5(c) If the request is for a partner, the Board must approve all requests. Except as defined in external agreements with the Lab.

6.5(d) The Board will designate one of the Lead Designers as Finance Chair. The Finance Chair is responsible for the following:

i. Requesting funds from various sources within the University

ii. Maintaining a record of all transactions
iii. Approving all financial requests
iv. Distribution of funds requested from financial requests
v. Filing taxes (if applicable) with the Internal Revenue Service and the North Carolina Department of Revenue

6.5(e) An Faculty Advisor may also approve a financial request and distribute the funds. In this event, the Finance Chair must be notified after the request has been approved and distributed.

6.6 External Agreements

6.6(a) The Board may enter into agreements with external organizations. These agreements must be written and be publicly available. Agreements can be made with any other organization regardless if the organization is affiliated with the University.

6.6(b) The agreements must observe the following:
   i. Agreements cannot violate the Bylaws, Amendments to the Bylaws, or the Lab’s Policies and Regulations
   ii. Violations of the agreement by any involved party are subject to termination of the agreement
   iii. Agreements must be kept in a location that is available to all members and the public

6.6(c) Agreements are validated by a majority vote of the Board, but must also be validated by the other organization(s).

7 Partnerships with Other Student Organizations

One of the purposes of the Lab is to provide an environment of exploration and discovery for engineering. Therefore, it is only reasonable to expect partnerships to arise between the Lab and other student organizations. The following subsections describe the partnership process and its regulations.

7.1 Qualifications for Partnership

7.1(a) Any student organization may request a partnership with the Lab provided they meet the following criterion:
   i. Be a registered student organization with the University
   ii. Have a recurring need of the Lab’s equipment, members, or space

7.1(b) Uses of the Lab space or equipment for one-time uses may be requested to the Board. The Board may approve or deny the request at its discretion.

7.2 Process of Obtaining Partnership

The following paragraphs in this subsection describe the steps in which an external student organization receives partnership status. These paragraphs are in the order in which the process occurs.
7.2(a) If a student organization meets the qualifications as set out in §7.1, the leading officer or executive body may request a partnership from the Board. This request must be in writing and contain the reason for partnership and justification of it.

7.2(b) If the partnership request is denied, the other organization may either appeal the decision or wait for the next semester to submit a new partnership request.

7.2(c) If the partnership request is approved, the partnering organization will select one of their members for Representative. The Board will follow §7.2.1 for approving a Representative.

7.2(d) Once a Representative is approved, the Representative will become a member of the Lab by the normal membership process as defined in §5.

7.2(e) The student organization is now considered a partner in the Lab. Their Representative will be given access to Membership Agreements and has authority to add members of the student organization to the Lab as defined in §5.

7.2.1 Approval of Representatives

7.2.1(a) Representatives are chosen from a student organization that is partnering with the Lab. All proposals of Representatives must be approved by the Board as defined in this subsection.

7.2.1(b) The partner will propose a member of their organization to be their Representative. The Board will approve or deny their proposal by a majority vote. If they currently have a Representative, he/she is prohibited from voting. The Board will consider all current responsibilities of the proposed Representative to determine if the Representative is suitable and can handle the responsibility of the position. If the proposal is denied, the partner may propose another of their members or petition the board for an appeal.

7.2.1(c) In the event that a Representative is removed and the partner is still an active partner of the Lab, the Representative must be replaced as soon as possible.

7.3 Regulations Pertaining to Partnership

7.3(a) The only member of a partner that may add members to the Lab is their Representative, unless they have another member that is a Lead Designer.

7.3(b) The Board may revoke partnership at any time. If partnership is revoked, all members of the partner will have their membership rights revoked unless they were a member of the Lab before the partnership was approved. Each member of the partner has the right to petition the Board to restore their individual membership status.

7.3(c) Partners may request the use of the Lab’s funds. They must create an agreement following the procedures defined in §7.4.

7.3(d) Members of a Partner do not automatically become members of the Lab. Each member must sign a membership agreement and attend a safety demo.

7.4 Partner Agreements

7.4(a) Partner agreements are subject to the same regulations as external agreements as defined in §6.6 except as modified in this section. Agreements can be used to arrange uses of funds, joint ventures,
tool use, or any other task within the mission of the Lab. The Board or the Representative may terminate the agreement at any time.

7.4(b) Agreements between the Lab and Partners are validated by the Representative of the Partner and a majority vote of the Board. The Representative does not participate in the Board’s vote.

8 Dissolution

8(a) Dissolution of the Lab can only occur by one of the following means:

i. The University terminates the Lab’s status as a registered student organization

ii. A two thirds majority vote of the entire Board including Lead Designers, Representatives, and Faculty Advisors

iii. There is a failure to maintain the minimum number of officers as set forth in paragraph 4.1(a), which shall not be less than four. Following the loss of a Lead Designer or Representative, this requirement is suspended for up to three months. If the situation persists, the Faculty Advisors shall oversee the dissolution of the Lab.

8(b) Should the Lab dissolve, its assets, funds, and other resources, including those held in trust, should be transferred to Open Hardware Makerspace to continue providing student opportunities for collaborative and technical creativity projects.

8(c) If Open Hardware Makerspace is no longer a student organization at the time of the dissolution of the Lab, the entire Board including Lead Designers and Faculty Advisors will decide where the assets will be transferred. A two thirds majority vote is required for transfer. The assets can be transferred to any body within the University.

8(d) The University and the ECE department has the right to transfer the assets of the Lab purchased by the University to any body they choose upon dissolution.

9 Lab Policies and Regulations

9(a) Lab policies and regulations are additional statutes created by the Board that do not require amending or modifying the Bylaws. These are to be stored in Appendix C with a unique identification number.

9(b) Policies and regulations can be redacted at any time by the Board. The redacted statute will be kept on file and its identification number reserved, but with a notation that it has been redacted.

9(c) Policies and regulations cannot destructively modify or nullify any clauses in the Bylaws or its amendments.

10 Amendments and Modifications of the Bylaws

10(a) Any member of the Lab may submit ideas to Lead Designers, Faculty Advisors, or the Board to modify or amend the Bylaws.

10(b) Proposed changes must be read and considered at the next Board meeting. After being reviewed by the Board, the changes are put to a vote by all Board members. For the changes to be accepted, two thirds
of all current Lead Designers must vote for the changes. A Faculty Advisor must then approve and ratify the changes. After modifications are approved, a notice must be sent to all members of the Lab and all members of the Lab’s partners describing the changes. A faculty advisor will then be given up to 30 days to reject or alter the proposed amendment. Votes can only be for a change.

10(c) Proposals for amendments and modifications cannot be appealed. A single re-vote can be asked of the Board in the event the vote does not succeed. If the modifications are significantly changed, they can be resubmitted to the Board as a different modification. An amendment or modification may be voted on only twice per year, unless it undergoes significant modifications before being resubmitted.

10(d) Amendments are placed in Appendix A. Modifications or revisions may replace the current Bylaws if necessary.
A Amendments
B Current Membership Agreement
Membership Agreement

General safety when working with live electric circuits
- Do not touch circuits when operating at large voltages.
- When working with line voltages or household voltages that pose a health risk, ensure that the lab door is open and that someone else is in the lab with you.
- Read all specifications, datasheets, and operating manuals before using new equipment.
- DO NOT attempt to measure current, instead use Ohm’s law to calculate currents.
- When measuring impedance, ensure that your circuit is powered-down.

General guidelines for laboratory well being
- The lab is not accessed regularly by housekeeping staff. Clean up after yourself.
- If it is not your design, do not touch it. Leave other members’ projects alone to avoid damage.
- Do not use other members’ equipment or items without asking permission.
- Clean your lab bench after you have finished working.
- The lab is intended for active design work. If you are not working on a hardware/software design project, please allow other designers to use the space.
- For large construction needs (sawing, sanding, drilling, gluing) see Rudy Salas for access to the loading dock.

Lab Regulations
- KEEP THE LAB DOOR OPEN when the lab is occupied. Also, keep the door closed when unoccupied to avoid theft of the equipment and personal items.
- DO NOT give the door code to ANYONE. If the ODL staff finds unauthorized use of the lab, door codes will be changed and administrative action may be taken.
- You must pass a soldering test before you are allowed to use the soldering irons in the Lab.
- The lab is not to be used for illegal or harmful purposes.
- If your actions damage any of the lab equipment, you must pay the cost of repairs or replacement.
- Do not use any equipment you are not qualified to use.

Safety Waiver
You agree to absolve North Carolina State University and the OpenDesign Lab of responsibility in the event of injury due to misuse of the OpenDesign Lab’s equipment or space.

The violation of any of these guidelines and regulations can result in termination of your lab membership and/or administrative action by NCSU.

By signing, I agree to abide by the policies above, the Bylaws, and the Policies and Regulations of the OpenDesign Lab.

__________________________________________  ____________________
SIGNATURE                                      DATE

__________________________________________  ____________________
PRINTED NAME                                   UNITY ID

Passed Soldering Test:  YES   NO

__________________________________________  ____________________
STUDENT ID NUMBER

PARTNER (IF APPLICABLE)  PROCESSED BY  PROCESSING DATE
C Policies and Regulations