Current

- Bylaws
- Objects
- Policies
- Policy: Classes
- Policy: Code of Conduct
- Policy: Storage Policies
- Policy: ENTS Credits
- Policy: Maintenance

Bylaws

Updated: September 14, 2025

1. NAME AND DOCUMENT PURPOSE
    1. Name
       The name of the organization shall be the “Edmonton New Technology Society” to be hereinafter referred to as “The Society”.
    2. Document Purpose
       The following articles set forth the Bylaws of The Society.
2. DEFINITIONS AND INTERPRETATIONS
    3. Definitions
       In these Bylaws, the following words and phrases have these meanings.
        1. “Societies Act” or “The Act” means the Societies Act R.S.A 2000, Chapter S-14, or any statute substituted for it.
        2. “Special Resolution” means a resolution passed at a general meeting by not less than 75% of those members who, if entitled to do so, vote in person or by proxy, for which not less than 21 days notice specifying the intention to propose the resolution has been duly given; or otherwise defined by The Act.
        3. “Workspace”, “Space”, or “The Space” means the collaborative workspace made available to The Society Members.
    4. Interpretation
       The following rules of interpretation must be applied in interpreting these Bylaws.
        1. The Singular also includes the Plural and vice-versa.
        2. Headings are for convenience only. They do not affect the interpretation of these Bylaws.
        3. These Bylaws must be interpreted broadly and generously.
3. MEMBERSHIP
    1. Application
        1. To apply for Membership, an individual must be a natural person and be 16 years or older.
    2. Admission
        1. Any individual may become a Member upon:
            1. The approval and discretion of a Director and ratification of the Board; and
            2. Paying the Application Fee, if any; and
            3. Signing all applicable waivers.
    3. Fees and Dues
        1. Application Fees and Membership Dues, if any, for The Society shall be documented accordingly in The Society Policies.
        2. Membership Dues, if any, shall be due monthly from each member. Membership Dues may be paid at most 3 months in advance at the discretion or request of The Society or the individual Member in question.

3. Members in good standing will be notified a minimum of one calendar month in advance of changes to the monthly membership dues.
4. All fees and dues shall be considered non-refundable.

4. Rights and Privileges of Members
    1. Members in good standing are entitled to:
        1. Access The Space, in accordance with any procedures and conditions of their membership as defined in The Society Policies;
        2. One vote at meetings of the Society;
        3. Access any electronic resources made available to The Society Members via the Internet or other electronic means;
        4. Receive notice of meetings of the Society;
        5. Attend any meeting of the Society;
        6. Speak at any meeting of the Society;
        7. Exercise other rights and privileges given to Members in these Bylaws and The Society Policies.
    2. No right or privilege of any Member is transferable.
5. Expectations of members
    1. All Members are required to agree to the current Society Policies.
    2. Members will be responsible for all intentional or incidental damages to other members' or Society property. If the responsibility for or extent of damages is argued by any other member, the matter may be submitted to arbitration under the Arbitration Act.
    3. A Member may not conduct primarily business pursuits within the Society, without any further interaction, education, or collaboration with the general membership.
    4. Any Member may be subject to disciplinary action for any reason the society deems reasonable
    5. Breaches of the Bylaws or Policies will be brought to the attention of the Board of Directors. The President has the right to suspend membership pending a determination of the matter. A panel of at least 3 Directors will be convened by the President to determine whether in fact a rule has been breached and, if so, the appropriate sanction. The affected member will have the right to appear before the panel and be made aware of the allegations of breach and the information in support. They will have the right to present information and make representations as to finding or sanction, if any. Finally, they will have the right to a prompt decision and the reasons for it.
        1. If the panel determines that there has been a breach of the Bylaws or Policies, it may impose one or more of the following sanctions: Conditions on their membership, Temporary suspension or Membership termination.
        2. The decision of the panel is final.
6. Termination or Suspension of Membership
    1. Any Member may resign from The Society by providing written notice to The Board.
    2. The membership of a Member is ended upon death.
    3. If a Member is in arrears for a period of time as defined in The Society policies, their membership may be terminated by The Board.

4. The Society may, upon a majority vote of all members, or a three-quarters majority vote at a regular meeting with quorum, expel any Member for any cause which is deemed sufficient in the interests of the Society.
5. Any member may temporarily suspend their membership within the bounds of the Society Policies by providing notice to The Board of their intent.

7. Membership Classifications
    1. The Society may, from time to time, add or remove membership classes from the membership types available within the Society and any exceptions to rights or privileges will be defined in the Society Policies.
    2. The Society Policies may grant the rights and privileges of these Bylaws to a membership class defined in the Policies.

4. THE BOARD
    1. Purpose and Duties
        1. The legislative, administrative, and executive body of The Society shall be called The Board. The Board governs and manages the affairs of The Society. The Board shall, subject to the bylaws or directions given to it by majority vote at any meeting properly called and constituted, have full control and management of the affairs of The Society.
        2. The Board has the powers of The Society, except as stated in the Societies Act. The powers and duties of The Board include:
            1. Promoting the objects of The Society and the spirit and traditions of The Society;
            2. Promoting membership in The Society;
            3. Maintaining and protecting The Society’s assets and property;
            4. Approving an annual budget for The Society;
            5. Ensuring all expenses for operating and managing The Society are paid;
            6. Collecting fees and dues from Members on behalf of the Society, for immediate transfer to The Director acting as Treasurer;
            7. Ensuring persons are paid for services and protecting persons from debts of the Society;
            8. Investing any extra monies;
            9. Financing the operations of the Society, and borrowing or raising monies;
            10. Appointing legal counsel as necessary;
            11. Setting policies, rules and regulations for operating The Society and using its facilities and assets;
            12. Selling, disposing of, or mortgaging any or all of the property of The Society as necessary.
    2. Composition
        1. The Board shall consist of five members. The Board is elected by the members of The Society.
        2. The officers of The Society shall be a President, Secretary and Treasurer. The roles of Secretary and Treasurer may be the combined into the single office of Secretary-Treasurer.
        3. The office of President and Secretary shall be filled at all times. The Board shall appoint a Director to fill these positions should a vacancy arise.

4. The Board shall appoint the Officers of The Society. All Officer appointments shall be ratified at the next Meeting of the Membership of The Society.
5. A director may serve on the Board for an indefinite number of terms.
6. When a Director resigns or is removed from the board, that Director cannot be re-elected to the Board for six months from the time of resignation. The membership may vote to override this at a Special General Meeting.

3. Qualifications
    1. All Members of The Board must be Members in Good Standing of the Society.
    2. The President must be a permanent resident of the Edmonton Capital Region.
    3. A Member must have been a Member in Good Standing for a minimum of four months prior to being eligible for election to the board.
4. Election
    1. The Secretary shall act as Returning Officer in elections, unless the Secretary is running in the election, in which case a Member in Good Standing will be chosen to act in place of the Secretary.
    2. The term of a Director is until the next Annual General Meeting of The Society. All positions must be re-elected at the Annual General Meeting. Directors are expected to continue to serve until their successors are elected and installed, except in cases of removal or resignation.
    3. Candidates must be Members in Good Standing and inform the returning officer of their intent to run at least forty-eight hours in advance of the election. Only candidates so declared will be valid candidates for the election.
    4. Elections shall be by secret ballot, except where secret ballot is waived by the Member casting the vote.
    5. Any contested election for a Board position must use a single transferrable vote preferential voting system. Any uncontested election will be determined by a simple majority per candidate.
5. Resignation, Death, or Removal
    1. Any member of The Board may resign from office by providing seven days notice. The resignation takes effect either at the end of the period’s notice or on the date The Board accepts the resignation, whichever is sooner.
    2. Members in Good Standing may remove any Director or Officer upon a majority vote at a Special General Meeting called for this purpose.
    3. If a position is vacated and the board size falls below the minimum, an election shall be held within forty-five calendar days of the vacancy.
    4. Any member of The Board absent for four consecutive regularly scheduled Directors Meetings may be removed from The Board through majority vote at the next Directors Meeting.
    5. In the event of a vacancy on the board, the members must be notified at the next General Meeting.
6. Directors Meetings
    1. The Board shall meet at least monthly.
    2. The Board may set regulations governing the calling and medium of its meetings (notice, date, time, and place), the conduct of business thereat, and generally as to the conduct of its affairs. These will be documented in The Society Policies.

3. The President shall call and chair the meetings. The President shall also call a meeting if any two Directors make such a request by providing notice or while having the floor at a general meeting or Board meeting, and state the business for the meeting.
4. Directors Meetings may be held without notice if a quorum of The Board is present, provided that any business transactions at such a meeting shall be ratified at the next regularly called Directors Meeting; otherwise they shall be null and void.
5. One half of Directors, rounded up, shall be considered a quorum for all Directors Meetings; votes shall be passed by a simple majority unless otherwise agreed upon.
6. If there is no quorum, the chairperson may adjourn the meeting to the same time, place, and day of the following week. If urgent matters requiring quorum have been tabled as a result, The Directors present at this later meeting shall constitute quorum regardless of their number.
7. Each Director has one vote.
8. Directors Meetings are open to Members in Good Standing, but only Directors may vote. A majority vote of The Board may ask any other Member or other persons to leave.
9. A majority vote of The Board may move a meeting, or any portion thereof, in-camera at any time.
10. All Directors may agree to and sign a resolution at any time. This resolution is as valid as one passed at any Directors Meeting. It is not necessary to give notice or to call a Directors Meeting for the resolution in this case. The date on the resolution is the date it is passed.
11. Directors shall not be able to assign proxies to represent them at Directors Meetings.

7. Duties of the President

   The president:

   1. Oversees that the various duties of the Directors are being discharged properly; and
   2. Chairs all Directors Meetings and General Meetings of The Society; and
   3. Is an *ex-officio* member of all Committees; and
   4. Acts as a public relations figure on behalf of The Society; and
   5. Solicits financial assistance for the operation of The Society, including acting as chair for all bingos, casinos, and applying for all grants; and
   6. At all times, promotes the integrity and spirit of The Society, past, present, and future; and
   7. In conjunction with the Treasurer/Secretary-Treasurer, and any other Director, is responsible for the filing of annual reports including, but not limited to, Alberta Gaming and Liquor Commission Casino Account Reports and Alberta Registry Society Annual Returns.

8. Duties of the Treasurer

   The Treasurer:

   1. Ensures all monies paid to The Society are deposited in a chartered bank, treasury branch or trust company chosen by The Board; and

2. Provides a detailed account of revenues and expenditures to The Board upon request; and
3. Ensures an audited statement of the financial position of The Society is prepared and presented to the Annual General Meeting; and
4. Submits monthly financial reports to The Board; and
5. Reports and reconciles the year’s expenditures within 1 week of the submission deadline for expenses in the Society Policies; and
6. Oversees organization of fundraising committees; and
7. Assists the President in the solicitation of financial assistance for The Society.

9. Duties of the Secretary

   The Secretary:

   1. Records minutes of all meetings of The Board; and
   2. Maintains a permanent record of meeting minutes; and
   3. Manages incoming and outgoing correspondence of The Society, ensuring delivery to the proper member; and
   4. Makes sure all notices of Board meetings are sent; and
   5. Maintains an up to date membership list in compliance with all prevailing privacy legislation.

10. Committees

    1. The Board or Membership may appoint committees to advise The Board and carry out responsibilities pertaining to The Society operations and the pursuit of The Society’s objectives.
    2. A Chairperson for each Committee must be selected and notice be provided to The Board.
    3. The Chairperson calls committee meetings. Each committee records minutes of its meetings, distributes these minutes to the committee members and to the Chairpersons of all other committees, and provides reports to each Board meeting at The Board's request.
    4. Two days notice is provided to each member of the committee. The notice states the date, place and time of the committee meeting. Committee members may waive notice.
    5. A majority of the committee members present at a meeting is quorum.
    6. Each member of the committee, including the Chairperson, has one vote at the committee meeting.
    7. All members of the committee, including the Chairperson, must be Members in Good Standing.

5. Meetings of the Society

   1. General Meetings

      1. The Secretary provides notice to each Member which states the place, date, and time of General Meetings and any business requiring a Special Resolution.
      2. Notice will be provided at least seven days in advance of the meeting, except in the case of Special or Annual meetings where twenty-one days notice will be provided.
      3. Nine members, or one-half of members, whichever is lesser, in good standing shall constitute a quorum for all Special, Annual and Monthly General Meetings.
      4. General Meetings may be called at any time by The Board with notice.

5. General Meetings shall be held once per calendar quarter.
6. General Meetings are open to the public.
7. Any member may be removed from a General Meeting upon a three-quarter majority vote of members present at the meeting.
8. Any non-member may be removed from a General Meeting upon a simple majority vote of members present at the meeting.
9. The chairperson may adjourn the General Meeting if a quorum is not present at start of the meeting. If a quorum is not present within one half hour after the set time of the adjourned meeting, the meeting will proceed with the Members in attendance.
10. Annual General Meetings are held on or before September 15 in each year in the Edmonton Capital Region and shall deal with at least the following matters:
    1. Considering the President's report; and
    2. Reviewing the financial statements setting out The Society's income, disbursements, assets, and liabilities and the auditor's report; and
    3. Election of the Directors.
11. Special General Meetings may be called at any time:
    1. By a resolution of The Board to that effect; or
    2. On the request of at least three Directors; or
    3. On the written request of at least one-third of the Members in Good Standing.

    The request or resolution must state the reason for the Special General Meeting and the motion(s) intended to be submitted at such Special General Meeting.
12. A Special General Meeting must be called to complete any of the following actions outside of the Annual General Meeting:
    1. Amending, rescinding or modifying the Bylaws; or
    2. Electing Directors to The Board; or
    3. Exercising borrowing powers; or
    4. Any other action defined in the Society Policies.
13. It is understood in good faith that a Special General Meeting should be called for the purposes of a vote on any sufficiently major or permanent decision that it requires the consent of the membership.
    1. Failure to call such a meeting and vote does not constitute grounds for the reversal any such decision except those specifically outlined in other articles of these Bylaws.
14. The notice of a Special General Meeting must, when available and under best effort, include the specifics of all business to be conducted at the meeting. If the specifics are not yet available due to other Bylaw timelines or other reasonable constraints, the specific details of each item of business must be provided no later than seven days prior to the meeting.

2. Chairperson
    1. The Secretary chairs in the absence of the President.
    2. If neither the President nor Secretary is present within one half hour after the set time for the General Meeting, the Members present choose one of the Members to chair.

3. The President may appoint an external chairperson for the Meeting.

3. Voting
    1. Each Member in Good Standing has one vote.
    2. Votes are decided by a simple majority unless otherwise required or as specified in the Society Policies.
    3. A show of hands is used for voting by members present at a meeting, except for where otherwise specified herein or when an alternate method is agreed upon by the majority members present.
    4. In case of a tie, the vote shall be requested a second time. If the second vote also results in a tie, the tie will be broken by the chairperson.
    5. The chairperson declares a resolution carried or lost. This statement is final and does not have to include the number of votes for and against the resolution, unless a formal count is moved.
    6. Five Members in Good Standing may request a ballot vote. In such case, the chairperson may set the time, place and method for a ballot vote.
    7. The chairperson decides any dispute on any vote. The chairperson decides in good faith and this decision is final.
4. Validity

    No action taken at a General Meeting is invalid due to:
    1. Accidental omission to give any notice to any Member; or
    2. Any Member not receiving any notice; or
    3. Any error in any notice that does not affect the meaning.
5. Logistics
    1. The ultimate authority for conducting any meeting of The Society, including Directors Meetings, and all its committees shall be an unabridged edition of Robert's *Rules of Order*.
    2. Any meeting of The Society, including Directors Meetings, and all its committees may be held electronically using voice and/or video conferencing.

6. Finances
    1. Registered Office

        The Registered Office of The Society is located in the Edmonton Capital Region.
    2. Budget and Expenditures
        1. The President and Treasurer shall draw up a proposed budget for the coming fiscal year and present it to The Board for consideration prior to the fiscal year starting.
            1. The Society shall operate on the most recently approved budget if The Board has not approved a budget for the fiscal year, until a budget is approved.
        2. Expenditures of funds allocated in the budget shall have the approval of the Board before payment is made.
        3. A Special General Meeting shall be called by the Board for the purpose of approving an expenditure's value, be it an individual contract or cumulative value with the same entity within the fiscal year, which exceeds 5% of the Society's last filed annual income.
    3. Finance and Auditing
        1. The fiscal year of The Society ends on July 31st of each year.

2. There must be an audit of the books, accounts, and records of The Society at least once each year. A qualified accountant, or two Members in Good Standing, will be appointed at each Annual General Meeting to do this audit. At each Annual General Meeting, the auditor submits a complete statement of the books for the previous year.

4. Seal of the Society
    1. The Board may adopt a seal as the Seal of the Society.
    2. The Secretary has control and custody of the seal, unless The Board decides otherwise.
    3. The Seal of The Society can only be used by Directors authorized by The Board. The Board must pass a motion to name the authorized Directors.
5. Cheques and Contracts
    1. The designated Directors, as chosen by a resolution of The Board, sign all cheques drawn on the monies of The Society.
    2. Directors may not sign any cheque payable to themselves.
    3. All contracts of The Society must be signed by The Directors or other persons authorized to do so by resolution of The Board.
6. Books and Records
    1. The Secretary keeps a copy of the Minute Books and records minutes for all General and Director meetings.
    2. The Board keeps and files all necessary books and records of The Society as required by the Bylaws, the Societies Act, or any other statute or laws.
    3. A Member wishing to inspect the books or records of The Society must give reasonable notice to the President or Secretary of their intention to do so.
    4. Unless otherwise permitted by The Board, such inspection will take place only at the Registered Office, or other regular business premises operated by the Society, during normal business hours.
    5. All financial and non-confidential records of The Society are open for such inspection by the Members.
7. Borrowing Powers
    1. The Society may borrow or raise funds to meet its objects and operations. The Board decides the amounts and ways to raise money, including giving or granting security.
    2. The Society may issue debentures to borrow only by resolution of The Board confirmed by a Special Resolution of The Society.
8. Protection and Indemnity
    1. Each Director holds office with protection from The Society. The Society indemnifies each Director against all costs or charges that result from any act done in their role for The Society. The Society does not protect any Director for acts of fraud, dishonesty, or bad faith.
    2. No Director is liable for the acts of any other Director, employee, or volunteer. No Director is responsible for any loss or damage due to the bankruptcy, insolvency, or wrongful act of any person, firm, or corporation dealing with the Society. No Director is liable for any loss due to an oversight or error in judgment, or by an act in their role for the Society, unless the act is fraud, dishonest, or bad faith.

3. Directors can rely on the accuracy of any statement or report prepared by the Society's auditor. Directors are not held liable for any loss or damage as a result of acting on that statement or report.
4. The Society as a whole will maintain current insurance for liability and property loss.

7. Arbitration, Amendments and Dissolution
    1. Arbitration
        1. Primary arbitration shall:
            1. Take place within the Society; and
            2. Require selection of a third party arbitrator acceptable to all parties involved in the dispute; and
            3. Be binding to all parties to the decision made by the third party.
    2. Amending the Bylaws
        1. These Bylaws may be cancelled, altered, or added to by a Special Resolution at any Annual or Special Meeting.
    3. Dissolving the Society
        1. If The Society is dissolved, any funds or assets remaining after paying all debts are paid to a registered and incorporated charitable organization.
        2. Members select this organization by Special Resolution.
        3. In no event do any Members receive any assets of The Society.

APPENDIX A

- Where Single Transferrable Voting is used, the following method will apply:
- The number of votes needed to win is determined by the following equation: (x / y + 1) + 1, where x is equal to the number of valid votes cast, and y is equal to the number of seats to be filled. Where the quota is not an integer, it is rounded up.
- The election proceeds through a series of rounds
    - Any candidates who receive sufficient first preference votes to meet or exceed the required number of votes are elected
    - If after counting all of the first preference votes candidates remain to be elected,
        - The second preferences of the candidate with the least amount of first preference votes are re-allocated to the remaining unelected candidates.
        - If the number of votes received by the elected candidate exceeds the number of votes required for election, the surplus votes are re-allocated to the second preferences of the winning candidate's voters, in proportion to that candidate's voters' second choice preferences
    - This method will continue until the required number of candidates reach the required number of votes.

Objects

Updated: May 6th, 2018

ARTICLE 1. PURPOSE AND OBJECTS

1. **Mission Statement**
   To facilitate technological creativity and learning in an open and collaborative community within the Edmonton Capital Region.
2. **Objects of the Society**
   The goals of The Society are:
   1. To lease, purchase, or otherwise acquire physical facilities to house operations and material accumulated by The Society, especially including (but not necessarily limited to) a physical workspace for use by Members.
   2. To promote creative and social interactions among individual Members and The Society as a whole.
   3. To facilitate collaborative projects amongst The Society Membership whenever possible.
   4. To ensure that operations of The Society intend some real or perceived benefit to The Society Members as a whole and/or the city of Edmonton or its citizens, and are not solely commercial in nature.
   5. To raise funds to achieve the goals of The Society as thus described. This includes accepting gifts, grants, legacies, sponsorships, bequests, and inheritances.
   6. If deemed necessary, to borrow funds and lease, mortgage, sell and dispose of property of The Society and establish a line of credit to achieve the objects of The Society.
   7. To use funds of The Society only according to and in pursuit of these objects as defined in ARTICLE 1.2

Policies

Updated: September 14, 2025

ARTICLE 1. NAME OF THE SPACE

The name of the space is currently not set.

ARTICLE 2. APPLICATION FEE

The current Application Fees for ENTS membership are currently not set.

ARTICLE 3. MEMBERSHIP DUES AND CLASSIFICATIONS

The monthly Membership Dues are $120 CAD. Members have the option to pre-pay $1200 CAD for twelve consecutive months of membership. The Board may, in its sole discretion, extend lowered rates for Membership Dues to individuals as the Board deems suitable. All members paying rates under this classification, lowered or otherwise, are Members in Good Standing.

The Board may offer sponsored memberships to individuals or organizations at its sole discretion. Members holding a sponsored membership have the same rights as Members in Good Standing with the exception of the right to vote.

Recurring or single financial donations to the Society shall not be considered memberships.

The Board may, from time to time, create or offer promotional memberships to new or existing members of the Society. Promotional memberships are considered Members in Good Standing unless otherwise defined in the conditions of the membership or in the Society Policies.

Members who have not paid their fees or dues within six calendar months of when they were due may have their membership terminated by the Board.

Members may temporarily suspend their membership while deferring their Membership Dues for 2 to 12 weeks. Members may temporarily suspend their membership up to two times in a calendar year when also deferring their Membership Dues. Members with a suspended membership, for any reason, are not Members in Good Standing for the duration of that suspension.

ARTICLE 4. DEEMED WITHDRAWAL

An applicant is to be considered having tendered resignation if the Application Fee has not been paid within three months of application.

ARTICLE 5. BOARD MEETING SCHEDULE

The Board meets the first Tuesday evening of the month at the Space. Additional meetings may be called as needed with as much as notice as possible.

ARTICLE 6. COMPENSATION AND EXPENSES

Members may receive payment as compensation for time spent working on projects of the Society. Any honorarium amount must be based upon comparable work in the private sector.

With prior Board approval, reasonable expenses incurred while carrying out duties of the Society may be reimbursed.

All expenses must be submitted within 30 days of the fiscal year closing.

No person may receive waived fees as compensation.

ARTICLE 7. BOARD TRAINING

The Board will look for opportunities of board development, such as the Board Development Program. While not mandatory for Directors to attend these development seminars, though it is strongly recommended for all Directors to attend. Directors which have previously attended a seminar should attend the yearly Board Development Program seminar, if available.

ARTICLE 8. REQUESTING BOOKS AND RECORDS

The board will make the best effort to publish approved minutes to the membership securely.

ARTICLE 9. CHANGES TO AND ACCEPTANCE OF THE POLICIES

The board may establish and amend policies relating to all aspects of the business and affairs of the society.

Any modification of The Society Policies will be sent to all active members by mail or electronic means within seven days of said modifications.

A member may remove their agreement to The Society Policies at any time in writing to The Board. This removal will suspend or terminate the member’s membership in the society.

Amendments to the Society Policies may be made by the Board and shall be ratified and put into effect by ordinary resolution at the next meeting of the Membership.

Amendments to the Society Policies may be made by Special Resolution of the Membership.

ARTICLE 10. WORKSPACE

1. **Priority**

1. The primary purpose of The Society is to procure and provide access to a collaborative workspace for its members.
2. This goal is fundamental to The Society and shall supersede all other concerns of the Society, except those relating to compliance with the Societies Act, any applicable statute, legislation, or requests of the Alberta Gaming and Liquor Commission, and other applicable municipal, provincial, or federal legislation.

2. **Use of the Workspace**
    1. It is the intent of The Society for activities within and involving the Space to be “member-driven” in nature; that is, the purpose and use of the Space is to be determined by the membership at their desire and is not specifically mandated by The Board or The Society Policies, except where any use of the Space would be in contradiction with these Bylaws as so defined.
    2. Members are not to unilaterally alter any permanent physical structure of the Space, including but not limited to placement of windows, doors, and other physical features, except with the express permission of The Board.
        1. It is understood in good faith that The Board will defer to the membership as a whole in any major such matters, and may call a vote on the matter.
    3. Members are not to conduct, organize, or sanction any activity within the Space of an expressly illegal nature as per the Criminal Code of Canada, Controlled Drugs and Substances Act, the Youth Criminal Justice Act, the Firearms Act or any applicable Alberta provincial statutes; such actions may constitute grounds for suspension or termination of membership.
    4. Members are solely responsible for their conduct within the Space, and are personally responsible for their safety, including but not limited to ensuring that their understanding of and training on any equipment present at the Space is sufficient.
    5. As an act of official membership, Members release The Society and The Board from any liability or responsibility for Member actions resulting in personal injury, or in any way contravening these Bylaws.
    6. For the safety of all members and guests, any dangerous or hazardous project involving, but not limited to, any airborne gases, fumes, chemicals, explosives, or incendiaries must be approved by The Board and cannot be conducted until such approval has been received in writing.
3. **Name of the Workspace**
    1. The Board may from time to time choose an official name for the Workspace. This name shall be documented clearly in The Society Policies.
    2. This name is not to stand as a substitute name for the Society:
        1. This name is not to be registered as a corporation;
        2. No property or assets, financial or otherwise, are to be held under this name;
        3. No property or assets, financial or otherwise, are to be accepted in donation to this name from any party without mention of the official name of the Society;
        4. The Space under this or any name is understood to be officially operated by the Society;
        5. Users of the Space under this or any name hold that privilege as a sole and direct result of their Membership to the Society.

Policy: Classes

Purpose

Members of ENTS and the general public have the opportunity to gain knowledge provided by instructors at ENTS. This document serves to standardize the way classes are operated at ENTS. ENTS wishes to be as flexible as is reasonable to enable and encourage instructors and organizers to run classes at ENTS. If there are concerns with any sections of this framework then please bring it to our attention.

General

- A class is generally considered a class when there are one or more instructors/presenters describing a topic to a collection of people for a duration of time, usually for a fee. The board will use discretion to ensure casual conversation and similar instances are not considered classes.
- Prospective instructors must provide the Board of Directors with a proposal for their class. This proposal must include the following, although more information is acceptable. A sample proposal can be found at the end of this document.
  - The purpose of the class (*What will students gain/learn?*)
  - The instructors and organizers of the class
  - A course outline for each of the sessions. This needs to outline major topics that will be covered in each session. The Board of Directors will request more information if the outline is insufficient. (*“Build things” is not suitable - provide more detail such as “Build the base for the machine”*)
  - A cost breakdown detailing the cost of materials, cost of instruction, and any other applicable costs.
  - The member benefit and the non-member benefit. This is not limited to a monetary value (such as non-members paying more) and may include items such as, but not limited to, pre-built equipment or one-on-one instruction.
- The instructor(s) must be approved by the board as part of the proposal.
- The class registrants must use the event listing under the ENTS Eventbrite account if the class is hosted on Eventbrite. Other registration options will be advertised on a class-by-class basis.

Proposal Process

- The Board of Directors will approve or deny a proposal for a class. The Board of Directors may optionally request amendments to the proposal.
- Approval of a proposal by the Board of Directors does not approve the class to be run. The class organizer(s) and the Board of Directors must come to an agreement on the following:
  - The material cost for the class, if applicable
  - The instructor cost for the class, if applicable

- The member and non-member benefit. ENTS requires a portion of the benefit to be monetary such that the following conditions are met. The Board may waive these conditions on a per-course basis.
  - ENTS receives 10% of the base (member) price.
  - An additional fee of $40 CAD per non-member per month (or per 4 sessions, whichever cost is less) is applied.
- The timeline for the distribution of funds, if applicable
  - ENTS will be holding the funds collected from Eventbrite in trust. The Board of Directors and the class organizer(s) must come to an agreement on when the funds are distributed to the organizer(s).
  - The default timeline shall be the following:
    - 80% of the funds collected for materials or supplies will be released by ENTS at the close of registration. The Board of Directors may alter this rate as they see fit.
    - 50% of the funds collected to cover the instructor cost is to be distributed to the organizer(s) half-way through the class.
    - The remaining funds collected will be distributed to the organizer(s) on the last day of class.
    - The portion of funds destined for ENTS will be distributed to ENTS on the last day of class..
    - ENTS will hold the funds in trust until all parties have been appropriately compensated.
- The cancellation policy, if applicable
  - The default cancellation policy shall be the instructor is able to cancel the running of the class at any point up until 1 week prior to the first day of the class. ENTS will reimburse registrants as applicable and no further funds will be distributed to the organizer(s). Any funds distributed up to the point of cancellation must be returned to the applicable parties as requested by the Board of Directors.
  - Failing to run the class (not showing up, for example) or cancelling outside of the acceptable period may affect the ability for the organizer(s) to operate classes at ENTS in the future.
  - The Board of Directors may terminate the continuation of the class at any point. The Board of Directors will use discretion when deciding if registrants are to be reimbursed and whether or not the remaining funds are to be disbursed to the event organizer(s) upon termination of a class.
- The registration period for the class
  - The default registration period shall be 1 month
- The start and end dates for the class, as well as the schedule for the class, if applicable. For example, the class may run for 5 nightly sessions on Fridays.
  - If the end date may be changing or unreasonably estimated please indicate as such.
- The course outline for each of the class sessions
- The member and non-member benefits for the class
- Any other details as the Board of Directors see fit. Discretion shall be used.

Registration

- Students must register for the class through the Eventbrite event provided by ENTS or through the alternative registration process as advertised for the class.
- Students must register within the registration period specified for the class, if a registration period is defined.
- ENTS shall provide some notice to members about the class. This may include, although not limited to, social media accounts, emails, or posters within the facility.
- The acceptance of students after the registration period for the event is at the discretion of the instructor(s) for the course, or as defined in the agreement between ENTS and the class organizer(s). Funds/fees collected from students accepted after the registration period are subject to the disbursement schedule defined in the agreement between ENTS and the class organizer(s) at the discretion of the Board of Directors.

Evaluation of the class

- The Board of Directors may ask students of the class to provide feedback that directly relates to the class. For example, the Board of Directors may ask students to fill out a survey asking to rate the quality of instruction for the class.
- The Board of Directors may use feedback collected from the students, instructors, and other parties to determine if future classes will be accepted. In general, the Board of Directors encourages running classes multiple times.

SAMPLE CLASS PROPOSAL

Feel free to use this sample as a template when proposing your own class. Please provide as much information as possible. If you feel as though something is missing from this sample, please add it to your own proposal. Please note that this is a sample and may have unrealistic figures, timelines, and expectations.

ENTS Class Proposal: How to run an effective class

Instructors: John Doe, Jane Doe, Sally Smith

Organizers: John Doe, Jane Doe, Sally Smith

Expected Duration: 2 sessions on consecutive Saturday afternoons

Summary

ENTS members and the general public, by the end of this class, will have an understanding on what it takes to run an effective class at ENTS. Students will also gain an understanding of the procedures and policies surrounding the operation of a class at ENTS.

Class Costs

Instructor cost: $10/student distributed among the 3 instructors.

Material cost: $10/person for provided class materials, pens, and paper.

Member Registration Cost: $20 ($0 goes to ENTS)

Non-Member Registration Cost: $40 ($20 goes to ENTS)

Course Outline

DAY 1: 4 hours

- (1.5 hours) Explanation of a class
- (1 hour) How amazing classes can be for members and the society
- (1.5 hours) Introduction to the policies and procedures at ENTS
- Homework: Write a sample proposal for a class to be held at ENTS

DAY 2: 4 hours

- (1.5 hours) Review proposals to ensure compliance with policies
- (1.5 hours) Peer-review of proposals (1 group acts as the Board of Directors, the other is the organizer. Switch roles at the halfway point)
- (1 hour) Discussion about the approval process the Board of Directors takes

Policy: Code of Conduct

This code of conduct outlines our expectations for participants within the ENTS community, as well as steps for reporting unacceptable behaviour. We are committed to providing a welcoming and inspiring community for all, and expect our code of conduct to be honoured. Anyone who violates this code of conduct may be banned from the community. This Code of Conduct applies to all communications between past, present, and future ENTS members.

ENTS expects all members to:

- **Be friendly and patient.**
- **Be welcoming**: We strive to be a community that welcomes and supports people of all backgrounds and identities. This includes, but is not limited to members of any race, ethnicity, culture, national origin, colour, immigration status, social and economic class, educational level, sex, sexual orientation, gender identity and expression, age, size, family status, political belief, religion, and mental and physical ability.
- **Be considerate**: Your projects and work at ENTS may inspire other people, and you in turn may depend on the work of others. Any decision you take may affect other members of ENTS or the public, and you should take those consequences into account when making decisions. Remember that we're welcoming of all backgrounds, so you may not be communicating in someone else's primary language.
- **Be respectful**: Not all of us will agree all the time, but disagreement is no excuse for poor behaviour and poor manners. We might all experience some frustration now and then, but we cannot allow that frustration to turn into a personal attack. It’s important to remember that a community where people feel uncomfortable or threatened is not a productive one.
- **Be careful in the words that we choose**: Be kind to others. Do not insult or put down other members. Harassment and other exclusionary behaviour aren't acceptable.
- **Try to understand why we disagree**: Disagreements, both social and technical, happen all the time. It is important that we resolve disagreements and differing views constructively. Remember that we’re different. The strength of our community comes from its diversity, people from a wide range of backgrounds. Different people have different perspectives on issues. Being unable to understand why someone holds a viewpoint doesn’t mean that they’re wrong. Don’t forget that it is human to err and blaming each other doesn’t get us anywhere. Instead, focus on helping to resolve issues and learning from mistakes.

Reporting Issues

If you experience or witness unacceptable behaviour — or have any other concerns — please report it by contacting us via directors@ents.ca. All reports will be handled with discretion.

Attribution & Acknowledgements

This Code of Conduct is based off of matrix.org's code of conduct, with some modifications. Their Code of Conduct is based on the TODO Group's Open Code of Conduct template, with some modifications.

Policy: Storage Policies

Members often want to store things at ENTS, however the society is limited on space and would prefer to keep things neat and tidy where possible. To accomplish this, a set of policies is enacted on all members (past and present) to follow. Each area may define specific policies which override or append to the general storage policies.

These storage policies apply to member-owned materials, tools, projects, etc (known as “Items”). Projects involving multiple members should be distributed among the members involved - if this is not possible, the Board must give explicit approval for special consideration. Items owned by the Society (eg: donated pottery glazes, laser materials, K-Days demos, etc) are not covered by these policies, however it is expected that the Society respect these policies where possible.

1. **General policies**
    1. Members are permitted maximum 2 Bins to store items in the space, known as Member’s Bins.
    2. Member’s Bins must be 11 Litre, 53 Litre, or 68 Litre Rubbermaid RoughNeck totes. Preferably blue in colour. Other sizes, brands, and colours may be approved at the discretion of the Board.
    3. Member’s Bins must be labeled with the member’s full name (first and last).
    4. Items not covered by area-specific policies are to be stored in the Member’s Bins while the member is away from the space.
    5. Member’s Bins must be placed in the dedicated member storage area provided by the Society.
    6. 3 months after membership lapses, Member’s Bins and Items are eligible to become donations to the Society at the discretion of the Board.
        1. Prior to considering items as donations, the Board must give reasonable notice to the member so that they may collect their Items.
    7. Large Items which do not fit into the Member’s Bins or other area-specific policies must have explicit written approval from the Board before storing them at the space.
    8. Member’s Bins and Items must be stored safely, as per the Alberta OHS Act.
    9. Contents of Member’s Bins must be safe to handle, and not contain any hazardous materials
    10. All items stored outside of a Member’s Bins (as a result of area-specific policies or Board approval) must be labeled with the member’s first and last name.
    11. Items which require a cold environment and do not affect the edibility other food can be stored in the fridge or freezer.
    12. Food is not to be kept at ENTS overnight.
    13. Food must be stored safely.
2. **Hazardous and dangerous materials**
    1. Items defined as hazardous by the Canadian Centre for Occupational Health and Safety require approval from the Board prior to storing them at the space. Some examples include explosives, radioactive materials, and aerosol sprays.

2. Hazardous Items must be stored according to appropriate legislation and Occupational Health and Safety guidelines.

3. **Pottery area**
    1. Members interested in pottery are entitled to in-progress project storage space, assigned by a representative of the Board or Pottery Committee.
    2. In-progress space must only contain Items which are being prepared for a firing, or have been recently unloaded from a kiln.
    3. Members are permitted to store maximum 1 box of clay (approximately 25kg) on the floor below the in-progress project space. The clay must be contained in a reasonably sized container (such as the box it was sold with, or a small bucket).
        1. Boxes must be clearly labeled with the member's full name, clay body, and date of arrival (with year).
    4. Projects must be stamped with the member's unique signature. The stamp or presence on an in-progress space is considered sufficient for the purposes of Article 1.10.
        1. Stamps must be registered with the Board or Pottery Committee.
    5. Projects queued for firing must be placed on the appropriate shelf. Members should not monopolize the firing queue without discussing it with other pottery members and the Board.
    6. Projects taken out of the kiln after a firing are placed on a cooling shelf. Members must collect their items from this shelf as soon as reasonably possible.
    7. The Board or Pottery Committee reserves the right to move Items and clean the pottery area.
4. **Woodworking area (woodshop)**
    1. Members interested in woodworking are entitled to in-progress project storage space, assigned by a representative of the Board or Woodshop Committee.
    2. In-progress space must only contain Items which are actively being worked on in the woodworking shop.
    3. Woodworking Items that fit inside the Member's Bins must be stored as such.
    4. Wood that does not fit into Member's Bins must be stored in the appropriate wood in-progress space.
    5. Projects in progress must be clearly labeled with the member's full name, the date the project was stored, and expected date of return (with year).
    6. Projects in progress may be stored in shared work spaces for short periods of time.
    7. The Board or Woodshop Committee reserves the right to move Items and clean the woodworking area.
5. **Metalworking area (metal shop)**
    1. Members interested in Metalworking are entitled to in-progress project storage space, assigned by a representative of the Board or Metal Shop Committee.
    2. In-progress space must only contain Items which are actively being worked on in the Metal Working Shop.
    3. Metalworking Items that fit inside the Member's Bins must be stored as such.
    4. Metal that does not fit into Member's Bins must be stored in the appropriate metal in-progress space.
    5. Projects in progress must be clearly labeled with the member's full name, the date the project was stored, and expected date of return (with year).

6. Projects in progress may be stored in shared work spaces for short periods of time.
7. The Board or Metal Shop Committee reserves the right to move Items and clean the metalworking area.

Policy: ENTS Credits

This policy takes effect on March 31, 2025.

General

The ENTS Credit system is an account-based payment system which allows the account owner to pay for activities at ENTS.

This policy serves as a Card's Terms and Conditions.

1. Members can have one or more Cards owned by them.
2. Each fob assigned to a Member is a distinct Card.
3. The Board of Directors may create additional Cards that are owned by the Society.
4. Cards carry a balance of Canadian Dollars, starting at $0.00.
    1. No transaction can result in a balance less than $0.00.
    2. No transaction can result in a balance above $30.00.
        1. The Board of Directors may alter this limit on a per-Card basis. If the new limit is less than the Card's existing balance, the Card retains that balance. The imposed balance cannot be less than the minimum balance in 4.1.
        2. No Card, under any circumstance, can have a maximum balance that is more than double the balance listed in 4.2.
    3. The Board of Directors may add positive balance to any Card. This act may exceed the maximum balance in 4.2, but cannot exceed the maximum balance of 4.2.2.
    4. Using a Card decrements the appropriate amount from the Card's balance.
    5. Any portion of a Card's balance may be transferred to any other Card at the request of the originating Card's owner.
        1. When a Member receives a replacement fob, the balance from the old fob is automatically transferred in full to the new fob.
    6. Any portion of a Card's balance may be donated to the Society at the request of the Card's owner.
    7. No portion of a Card's balance can be exchanged for cash.
5. Cards never expire, and do not have inactivity fees.
6. Cards can be reloaded by their owner, up to the limit defined by 4.2.
    1. The Board of Directors may impose a minimum and maximum reload amounts for the sole purpose of minimizing payment provider transaction fees.
    2. The Board of Directors may decline refund requests.
7. Cards cannot be used towards membership or application fees, but can be used for any other donation or purchase at ENTS unless otherwise stated.
8. The Board of Directors may offer purchasable Cards for a non-refundable fee.
    1. These Cards may have a non-refundable replacement fee if lost or stolen.
    2. These Cards are owned by whoever purchases them.

Policy: Maintenance

This policy takes effect on March 31, 2025.

General

Any alteration, upkeep, or repair to tools, equipment, software, or the building fall under this policy as Maintenance.

1. No Member may perform Maintenance without prior written approval from the Board of Directors.
    1. Exceptions written below are considered written approval.
2. Members should report any required Maintenance to the Board of Directors for review.

Exceptions

This section is non-normative and can be updated as needed per 1.1 above.

The current notable exceptions include:

- Changing the bags in garbage cans, and removing refuse from the facility.
- Sweeping or mopping floors (as appropriate - no sweeping in pottery!).
- Using appropriate cleaners on appropriate surfaces. Examples:
    - Bathroom cleaner in the bathroom.
    - Sanitizer or all purpose cleaner on table surfaces.
    - Foodsafe descaler in the hot water boiler.
    - Window cleaner on windows/mirrors.
- Cleaning the exterior of tools and equipment with appropriate cleaners and tools.
- Vacuuming out the inside of the table saw, bandsaw, etc.
- Changing or emptying the dust collector bags.
- Dusting surfaces.
- Vacuuming chairs and door mats.