

Policies and Procedures

R0 Feb 26, 2025

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1 Disclaimer

These policies and procedures are subject to change. Changes will become effective immediately upon successful vote of adoption by the Board of Directors. Documented versions of the official HackRVA Labs, Inc. ("HackRVA") Policies and Procedures and Bylaws will be maintained by the Board of Directors. The current version of these policies will be available through a link to the full document made available on the Wiki¹.

¹ https://wiki.hackrva.org/index.php/Main_Page

2 Code of Conduct

All members, guests, and participants at HackRVA agree to treat all members and guests with courtesy and respect regardless of level of experience, level of ability, level of interest, gender, gender expression, sexuality, age, race, creed, color, origin, or personal experience. The Board of Directors may expel anyone who violates the Code of Conduct via resolution from the premises, online systems, or at sponsored events.

2.1 Prohibited Behavior

The following actions are prohibited by members and guests while at HackRVA:

1. Disregard for personal safety and/or reckless endangerment of others.
2. Intentional damage or theft of HackRVA equipment or members' and guests' personal belongings.
3. The use of HackRVA equipment, facilities, or network to perform any act deemed illegal by State, Federal, or Local law.
4. Demonstrated inability to treat any person, member, organization, or facility with respect.
5. Violence or threats of any kind.
6. Harassment (see Anti-Harassment Policy).

2.2 Non-Discrimination Policy

HackRVA does not promote or discriminate against any person, population group, or organization with regard to categories protected by applicable United States law. These include, but are not limited to race, color, religion, creed, political affiliation, sex, gender expression, physical appearance, language, education background, national origin, age, disability, and veteran status.

2.3 Anti-Harassment Policy

Harassment is prohibited and will not be tolerated. Any person who feels they have been the victim of harassment should ask the harasser to cease the behavior, if they feel safe doing so. Members or guests asked to stop any harassing behavior are expected to comply immediately.

2.2.1 Harassment

Harassment can include, but is not limited to, the following:

1. Offensive comments related to race, religion, creed, political affiliation, gender, gender identity and expression, sexual orientation, disability, or physical appearance.
2. Gratuitous sexual or obscene images or behavior in spaces where not appropriate.
3. Unwelcome physical contact or sexual attention without consent or after a request to stop.
4. Threats or incitement of violence towards any individual, including encouraging a person to engage in self-harm.
5. Deliberate intimidation by words, gestures, body language, or menacing behavior.
6. Stalking.
7. Harassing photography or recording, including logging online activity on HackRVA IT systems/sites for harassment purposes.
8. Continued one-on-one contact or communication after requests to cease.
9. Deliberate "outing" of a sensitive aspect of a person's identity without their consent.
10. Deliberate misgendering. This includes not using a person's chosen name or persistently using a pronoun that does not correctly reflect a person's gender identity.

2.3.2 Enforcement

It is the responsibility of each member to help enforce the Code of Conduct. If someone is violating the Code of Conduct, a member may politely explain to them why their behavior is not acceptable as they feel comfortable doing so. Alternatively, violations may also be reported to any sitting member of the Board of Director in writing via Slack or info@hackrva.org through the formal complaint process.

2.4 Formal Complaints

The formal complaint process exists for members to request a discussion be held by the Board of Directors regarding specific actions of another member. Members are expected to discuss their complaints in a calm and polite manner.

2.4.1 Submittal

Formal complaints against another member must be submitted, in writing, to the entire Board of Directors at info@hackrva.org or to any individual Board of Director using their contact listed on <https://wiki.hackrva.org/index.php/Board>.

2.4.2 Review

The Board of Directors may decide through informal consensus to either hold a special meeting regarding the complaint or consider it at the next regular member meeting. Depending on the violation, the board may elect to issue a disciplinary action,

2.4.3 Disciplinary Action

Following review, the Board of Directors may elect to issue a disciplinary action including but not limited to revocation of certain privileges, expulsion/termination of the membership, a temporary ban on membership, or a permanent ban on membership.

2.4.3.1 Notification of Disciplinary Action

If a disciplinary action is taken by the Board of Directors, the Board of Directors or officers of the board shall make a good faith effort to notify the disciplined member and record their acknowledgement/receipt of the notification.

2.4.3.2 Record of Disciplinary Action

Any disciplinary action which is taken or more of the Board of Directors or officers of the corporation (acting in their role as an officer) shall cause the creation of a written record of the action, reason(s) for the action, and acknowledgement/receipt of the notification to the disciplined member. This record shall be sent to the Board of Directors to keep on file.

2.5 Mediation

Mediation is available at the discretion of the Board of Directors to resolve disputes without the need of a formal complaint. Mediation may be performed by a sitting member of the Board of Directors, an officer of the Board of Directors, or another appointed individual. This mediator should be a disinterested third party to the dispute and should be amenable for both parties.

3 Membership

The membership signup link is located on the HackRVA website². All member dues are paid in advance and are recurring.

3.1 Monthly Rates

At the time of writing, there are two membership levels and one additional subscription available. The most up to date rates shall be made available on the wiki³.

Monthly Rate Schedule (February 2025)

Plan	Price	Notes
Standard Membership	\$39	
Premium Membership	\$50	Includes 12 gallon storage bin on-site (see 3.3.1.1)
Large Storage Locker	\$35	Provides tall storage locker on-site (see 3.3.1.2)

3.1.1 Rate Grandfathering

At the discretion of the Board of Directors, existing subscriptions may be grandfathered in at the agreed rates prior to a change in rate.

3.2 Monthly Membership

Monthly membership has two levels - standard and premium. Both memberships provide 24/7 fob access to HackRVA. However, the premium membership entitles the member to a storage bin (see 3.3.1.1).

3.3 Member Storage

Paid member storage is made available for the convenience of members who wish to store tools or materials at HackRVA.

² <https://www.hackrva.org/membership/>

³ https://wiki.hackrva.org/index.php/Membership_Levels

3.3.1 Storage Options

There are currently two paid storage options available to members at HackRVA.

3.3.1.1 Premium Storage Bin

The premium membership level entitles the member to a 12 gallon storage bin provided by HackRVA for on-site storage.

3.3.1.2 Large Storage Locker

The large storage locker subscription is separate and in addition to a standard or premium membership. It entitles the member to one storage locker at the current market rate. The dimensions of the storage locker are approximately 8' tall, 2' wide, and 2' deep.

3.3.2 Member Storage Availability

Storage is subject to availability and is first come first serve.

3.3.3 Member Storage Container Ownership

The container (whether bin, locker, or otherwise) shall be provided by HackRVA and remains the property of HackRVA while in use by a member.

3.3.4 Forfeiture of Member Storage Contents

The contents of member storage is considered abandoned and may become property of HackRVA after a lapse in payment of greater than 90 days.

3.4 PayPal Billing

Members are billed monthly starting on the day that they sign up and the same day on each subsequent month going forward. All billing is handled via PayPal Subscription. No other payment methods are available at this time. Members are responsible for making sure the payment method is current.

3.4.1 Failed PayPal Payments

At the time of writing, if a payment fails then PayPal will reattempt three days after the failed payment. After this first reattempt, PayPal will wait another five days and then try again. If this second reattempt fails, PayPal will then cancel the subscription.

3.4.2 Canceling Membership through PayPal

At the time of writing, to stop membership a member may log into their PayPal account and stop the automatic monthly payment:

1. Go to paypal.com, and log in.
2. Under account activity, click one of the payments to HackRVA Labs, Inc.
3. Click 'Manage HackRVA Labs, Inc payments'
4. Click 'Remove PayPal as payment method' then 'Remove'.

RFID fobs will be deactivated 30 days after the last payment. Members may keep their fob. If that member subscribes again at a later time the previous fob is reactivated by default.

3.5 Termination of Membership/Subscription

The Board of Directors reserves the right to terminate membership or subscriptions at any time for any reason without refund. Termination of membership under this clause shall require approval by no less than a majority vote of the currently serving board (regardless of the meeting quorum).

3.6 New Membership Availability

New memberships may be opened, restricted, or closed at any time at the discretion of the Board of Directors.

4 Makerspace Guidelines

4.1 Access and Security

The space may be accessed by members at any time of day, 24/7.

4.1.1 Points of Entry

There are three points of entry at HackRVA:

1. **Front RFID Door**

This door locks automatically when closed. Members may request the door be remotely unlocked in the event they lock themselves out of the building by posting the request in the #general channel of Slack.

2. **Back Door**

This door connects to the woodshop and locks automatically after 10 minutes. This gives members adequate time to take the trash out or load/unload projects. Even though the door automatically locks, members are encouraged to manually lock the door when they have finished using the door.

3. **Back Rolling Door**

The loading dock door is manually locked. Any member that uses this door must lock it when they are finished.

4.1.2 Member RFID Fobs

Members are given a RFID fob that allows 24/7 access to HackRVA. This fob is issued to the member and the member alone. This fob, nor clones or copies of the fob, may not be loaned to other persons or members. If a replacement is needed, the member may request one by posting on Slack or emailing info@hackrva.org. Members are not eligible for the cost of the replacement fobs at this time.

4.2 General Space Use

All members are expected to maintain a safe and clean environment at all times.

4.2.1 Cleanliness and Respect for the Space

HackRVA does not employ any staff to maintain the building. Therefore, members are required to return all work areas to a state of cleanliness equal or better to before they

arrived and assist with facility maintenance when needed. Facility maintenance includes taking out the trash, wiping down tables, vacuuming/sweeping floors, etc. In general, used workspaces are expected to be cleaned before departure.

Members must be respectful of the communal space by not leaving belongings out and potentially hindering other members from making. Members must also be respectful of the property of others.

Habitual abuse of the space or disrespect for HackRVA or other members' property may result in disciplinary action.

4.2.2 Modifications to the Space

Permanent changes or modifications to the building, facilities, or HackRVA property without prior authorization from the Board of Directors is prohibited. This includes making holes in the walls larger than a screw hole.

4.2.3 Equipment & Tools

HackRVA provides a vast array of equipment and tools for members to use.

All tools and resources must stay on site so that other members may use them. Removing HackRVA property from the space without authorization from an Officer or member of the Board of Directors is theft.

4.2.3.1 Equipment Training

Members are responsible for requesting training on any equipment that they are unable to safely and competently operate. Training may be requested during on-boarding or via the appropriate Slack channel.

4.2.3.2 Equipment Supplies and Maintenance

HackRVA provides supplies for equipment but members are responsible for maintenance. Members can post on Slack, email info@hackrva.org, or consult the Wiki for additional info on supply locations and maintenance instructions.

If a tool is broken, missing parts or not working properly then a yellow "Damaged/Broken" ticket should be posted on tool and notice left in the appropriate Slack channel.

4.2.3.3 Damage to the Facility, Equipment, or Tools

If a member damages the facility, equipment, or tools they are expected to take responsibility for it. Repair assistance can be requested on Slack if needed. Members are only financially responsible for damages resulting from gross negligence but not those from routine wear and tear or honest mistakes (with the exception of Sawstop activations).

4.2.3.4 Sawstop Specific Required Reimbursement

Whether intentionally or accidentally, when a member activates the Sawstop brake system that member is required to reimburse HackRVA for the cost of a replacement brake and blade. Similarly, if a member cuts into the face of the Sawstop fence they are required to reimburse HackRVA for the cost of a replacement fence face. The current Sawstop reimbursement costs are shown in the table below and are subject to change.

Sawstop Reimbursement Costs (February 2025)

Item	Price
Standard brake	\$100
Standard blade	\$25
Data brake	\$120
Dado blade	\$110
Fence face	\$70

4.2.3 Co-Location of Tools & Equipment

Members may generously provide tools or equipment for use in the space, either by donating them outright or by co-locating them. When equipment is co-located, the following conditions apply:

1. All co-located equipment must be marked or labeled with the owner's name.
2. Permission of the Board of Directors must be obtained before the co-location occurs.
3. Equipment is co-located subject to the understanding that it is preferable for HackRVA to own their equipment, rather than borrow it. HackRVA may seek to buy equipment in order to replace co-located items, which are then returned.

4. Co-located items may be returned at any time, by request of the owner or as determined by the HackRVA Board of Directors.
5. HackRVA is not responsible for maintenance of co-located equipment.
6. HackRVA is not responsible for the damage, theft, or loss of co-located equipment. Reasonable efforts will be made to provide secure storage.

4.2.4 Consumables

To support various tools and processes, HackRVA generally provides basic consumables like 3d printer filament, router bits, saw blades, etc. Members may request facility supplies and consumables by posting in the #general Slack channel, emailing info@hackrva.org, or by messaging a current Director or Officer.

Members are expected to provide their own supplies for large projects or projects requiring specific consumables. As a general rule, consuming more than 10 USD/month worth of HackRVA provided consumables is discouraged and marks the point where the member should begin providing their own consumables.

4.2.5 Personal Property & Storage

Temporary storage for projects in progress may be available to members as “Project Parking” at the discretion of the Board of Directors.

4.2.6 Camera Surveillance

HackRVA is monitored 24/7 by cameras placed around the premises. Video recordings are available to the HackRVA Board of Directors and its Officers.

4.2.7 Sleeping

Sleeping at HackRVA is not permitted and expressly forbidden.

4.2.8 Pets

HackRVA is a pet-free space, both inside the space and outside on the premises. Pets include but are not limited to dogs, cats, and therapy, emotional support, or comfort animals.

The only exception is for service animals aiding a member or guest’s disability as required by law. Service animals must be trained and under the control of the member or guest

with the disability at all times. Members are responsible for their or their guest's service animals.

4.2.9 Storage of Vehicles

Members are not permitted to store any vehicles, trailers, etc for an extended period of time at HackRVA while not on the premises.

4.3 Safety

Safety is the responsibility of all members at HackRVA at all times.

4.3.1 First Aid

HackRVA provides First Aid equipment for use at HackRVA including an Automatic External Defibrillator (AED), several First Aid kits, and eye washes bottles. Members are required to be familiar with their locations for use if necessary.

4.3.1.1 First Aid Locations

There are two First Aid equipment locations:

1. In the central room above the utility sink, typically containing a First Aid kit, AED, and eye wash bottles.
2. In the woodshop on the tool cart, typically containing a First Aid kit, tourniquet, and eye wash bottles.

Access to the First Aid equipment shall not be obstructed at any time.

4.3.2 Fire Extinguishers

Each room at HackRVA has one or more unobstructed ABC type fire extinguishers. These shall remain unobstructed at all times. Members shall familiarize themselves with the location of all fire extinguishers.

The laser area is equipped with a special CO₂ type fire extinguisher. When putting out fires on the laser cutter, the CO₂ fire extinguisher must be used instead of an ABC type fire extinguisher.

4.3.3 Toxic/Hazardous Material Use

Processes which create a hazardous environment for other members who are using or traversin the space are prohibited.

4.3.3.1 Hazardous Processes Prohibited Indoors

Specific processes prohibited indoors include but are not limited to:

1. Use of high Volatile Organic Compound (VOC) finishes, cleaners and adhesives.
2. Use of aerosol products including spray paints and adhesives.
3. Processes which give off excessively strong or offensive smells.
4. Working of epoxy hardened material which produces fine dust.

Some processes which are prohibited indoors may be done outdoors provided they do not produce a hazardous environment outdoors.

4.3.3.2 Processes Requiring the Use of a Drop Cloth

Processes which produce overspray or drips must be done on a drop cloth to prevent overspray or drips from landing on surrounding property including land, pavement, buildings, and vehicles. Drop cloths may be provided by HackRVA for member use or brought by the member performing the process.

4.3.3.3 Toxic/Hazardous Material Disposal

Members are responsible for hazardous material disposal. HackRVA does not provide disposal for hazardous materials. Solvents, oil-based finishes, and cleaners are often not drain or sewer safe and may not be dumped down the sinks or drains (both interior and exterior) at HackRVA. Oil or flammable soaked rags/paper towels must never be placed in trash cans or dumpsters at HackRVA.

4.3.4 Alcohol, and Illegal Substances

The possession or consumption of illegal drugs including marajuana is prohibited anywhere on or within the premises, parking lot, or common walkways of HackRVA.

Operation of tools or equipment under the influence of alcohol, marajuana, or illegal drugs is unsafe and prohibited at HackRVA.

4.3.4.1 Smoking and Vaping

Smoking or vaping indoors or within 25 feet of the entrances, exits, or windows of the buildings in our complex is prohibited at HackRVA.

4.3.5 Firearms

The manufacture of firearm receivers and items subject to the National Firearms Act of 1934 is prohibited at HackRVA.

4.4 Guests

Members are granted the privilege to bring guests to HackRVA, within the following limitations:

1. Guests are allowed in the space at the discretion of the HackRVA Board of Directors. The HackRVA Board of Directors may ban any guest or revoke a member's privilege to bring guests at any time.
2. Guests are allowed with, and only with, the direct supervision of their accompanying member/host at all times.
3. Guests must be respectful of the space and members and follow all guidelines at all times when on the premises.
4. Guests may not work on projects in the shop or use any tools or equipment at HackRVA unless allowed during a special Event where necessary training is provided.
5. Members are liable for any damage caused by their guests.
6. Members may not bring more than 3 guests into the space at the same time.
7. All guests must complete a Guest Liability Waiver upon entry. Guests fully assume all risks associated with participation in events and exempts and releases HackRVA Labs, its members, officers, agents, and directors from liability arising out of any damage, loss, or injury to the participant or the participant's property while upon the premises or using any equipment of the organization or while participating in any of the activities contemplated by this agreement whether such loss, damage, or injury results from the negligence of the corporation, its members, agents, or from some other cause.

4.5 Minors

As HackRVA primarily caters to responsible adults, it is generally not a suitable place for children to be for frequent, long periods of time. Occasional visitation is allowed if safety precautions are taken and proper supervision is maintained by the parent/legal guardian.

While at HackRVA, well-behaved minors must follow the same guidelines as regular guests and must be accompanied by parents/legal guardians at all times. A minor liability form must be completed upon entry.

No more than 5 minors are allowed at Hack at the same time unless as part of and during an Event which is designated for minors to attend.

Bringing a minor is a privilege that may be suspended at the discretion of the Board of Directors.

4.5.1 Supervision of Minors

Minors must remain under direct supervision of their parent/legal guardian while at HackRVA. Minors under 6 must remain within arms reach of their parent/legal guardian at all times while at HackRVA. A parent/legal guardian may only supervise up to 2 minors at the same time.

4.5.2 Permitted Areas for Minors

Minors are only allowed in the space under the direct supervision of their parent/legal guardian. Minors under 12 are not permitted in the central room or the shop and must remain in the front room only.

4.5.3 Permitted Tools for Minors

Minors may not use any tools which require training before use even under direct supervision. Minors under 12 may not use power tools.

4.6 Donations

Monetary donations are accepted electronically via PayPal using links posted on our website. Item donations must be explicitly accepted by any Director of the Board or Office of HackRVA before it is donated to the space. Members may not leave anything (regardless of how useful it may be) at the space without making appropriate arrangements first. "Dumping" of items at HackRVA is prohibited.

5 Classes & Events

From time to time, classes and events (hereon referred to as Event(s)) may be organized at HackRVA.

5.1 Event Requirements

Events must meet some requirements to ensure they may be held at HackRVA.

5.1.1 Event Suitability

Suitable Events must align with and uphold the Mission Statement of HackRVA. The suitability of an event will be determined by the President and/or Board of Directors. The Board of Directors reserves the right to define any Terms or Conditions for the Event.

5.1.2 Event Sponsoring Member

Events must be sponsored by a current member. The sponsoring member is responsible for arranging the schedule, space, funding, and host for the Event.

5.1.3 Event Hosting Member

Events must be hosted by a current member. This member must be present during the Event and is responsible for any guests and their behavior during public Events. The sponsoring member is the de facto hosting member.

5.1.4 Event Space Use

The physical scope of the event must be defined ahead of the event. This includes what HackRVA areas, tools, equipment, and other resources will be in use during the Event. These are prioritized for the Event's use during the Event.

5.1.4.1 Undeclared Resources during Events

Any resources not declared as needed in advance are not guaranteed to be available for the Event and members are not required to relinquish or discontinue their use of undeclared resources during the Event.

5.1.4.2 Guest Restrictions during Events

Guest access to the space may be restricted as needed by the Event to ensure the safety of attendees.

5.1.5 Event Scheduling

Events must be scheduled in advance and announced to the membership. The target should be at least four weeks in advance of the Event date.

5.1.6 Event Publicity

Events may be open to the public or restricted to current members only.

5.1.7 Event Specific Terms and Conditions

As needed, the Terms and Conditions for the Event may be determined by the Board of Directors.

5.2 Event Funding

Events may be funded by Hack to some degree at the discretion of the Board of Directors. All funding must be approved by the President and/or the Board of Directors ahead of the Event.

5.2.1 Compensation of Sponsoring or Hosting Member(s) of Events

HackRVA generally does not compensate the sponsoring member for their time organizing and/or hosting the Event.

5.2.2 Compensation of Trainers/Instructors/Experts for Events

Trainers, instructors, or other experts in the field who lead or significantly contribute to the success of an Event may be compensated for their time.

5.2.3 Funding for Supplies for Events

Required tools and supplies for an Event may be provided by HackRVA.

6 Leadership

The business of HackRVA is governed and controlled by the Board of Directors which is bound by The HackRVA Bylaws⁴. Information regarding the names and terms of the current Board of Directors is located on the HackRVA Wiki⁵.

6.1 Monthly Meetings

Monthly meetings with open agendas shall take place the last Wednesday of each month. All members are welcome and encouraged to attend and participate in these meetings. To proceed, a quorum of the Board of Directors must be present. If a quorum is not present the meeting will be rescheduled for a later date. The Chairman shall preside over the membership meetings. If the Chairman is unavailable, the members of the Board of Directors who are present will choose, via majority vote, a temporary meeting chair.

⁴ https://wiki.hackrva.org/images/0/08/HackRVALabsInc_Bylaws.pdf

⁵ <https://wiki.hackrva.org/index.php/Board>

7 Privacy Policy

It shall be the policy of the HackRVA to comply with all laws, whether Federal, State, or Local, with respect to the display, discussion, or provision to any party, formation which identifies an individual or provides sensitive personal information, as a result of any otherwise legal request. In addition, HackRVA will not provide or display any information which may subject a member to fraud, identity theft, harassment, or provide a means for subjecting the member to increased risk of fraud, identity theft, or which may enable another person to engage in Internet fraud or attack, or may enable another to identify, contact, or distinguish any member, without the express written consent of the member(s) owning the data. Various security systems and communication tools, including forums, are structured in such a way that certain types of videos, communications, actions, or stored information are represented as private, or require enhanced access to see. This would include items such as security footage, private messages, user data, or user actions, and other functions where a user's actions are not routinely visible, and where a user may feel a reasonable expectation of privacy. It is the policy of HackRVA that such items are not "books and records", and therefore such items will not be available to the public for inspection or disclosure request under the terms of our by-laws and applicable law. Various members of HackRVA, acting within their capacity as officers or assigns, may access such information only to the extent necessary to perform their job function, on a need-to-know basis, and subject to the absolute prohibition on the provision of any information covered by this policy, to any other person or entity, without the explicit written permission of the Board of Directors. HackRVA will comply with requests lawfully made by a court of competent jurisdiction.