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Who is Cyberia

Cyberia LTD is a non-profit 501(c)(3) organization focused on Research, Education, and Community. We provide introductions to new technologies at libraries and schools, we manage the Makerspace and Workshop to give people access to these new ways to make things in a collaborative environment, and we offer instruction to anyone including some of the technology skills that we need to reduce the stress of modern living.

Origin
In the summer of 2011, Conner Prairie in Noblesville held their first and only Maker Fair. At that event several people got together and decided that Indianapolis needed a makerspace: some place for people to come together and share ideas, skills, and work together on projects. With Jason Voyles as the primary organizer, Cyberia Ltd. was incorporated in December of 2011. In January of 2012 we found the facility that is our current Workshop, and by February we had signed a lease and began building the space into the facility we have today.

Our Logo
Our logo was designed in 2012 by Chris Duarte, one of our early members. It is inspired by the highway system that surrounds Indianapolis, and represents how we are plugged into everything else.

Purpose
Since 2012 Cyberia Ltd has operated the Cyberia Makerspace located near 30th & Shadeland on the East Side of Indianapolis. Cyberia Makerspace is an inclusive community center which promotes individual learning with mentorship, experimentation and creativity. Cyberia Makerspace maintains a wide array of equipment which is made available to members either free or at minimal cost.

Our Attitudes Toward Making and Learning
- We are not afraid to fail often and learn from our mistakes, but we strive to keep anxiety away from failure by looking at ourselves, our ideas, and our attitudes with honesty and humility.
- We are open to new ideas, and see them as opportunities to improve ourselves and our world.
- We leave the world a better place by our having been here.
- We teach ourselves, and we teach each other.
- We learn by playing, by asking, “What if. . .?” by observing, by doing, and by teaching it to others.
- We like to work on open ended problems where there is more than one path from start to solutions.
- We share information, skill, and ideas. Working together, we can achieve more than working alone.
What Is a Makerspace?
A Makerspace is a community-operated workspace where people with common interests, often in computers, machining, technology, science, digital art or electronic art, can meet, socialize, make and collaborate.

Goal
The goal of Cyberia Ltd is to promote individual hands-on creativity using methods from science, technology, engineering, art, and mathematics.
Membership Benefits

Access
Both the Makerspace and Workshop are accessible 24 hours per day, 7 days per week. Full Members may the Workshop at any time, but General Members can only access the Workshop from 1 PM until 6 PM. All members have 24 hours per day access to the Makerspace room.

Instruction
We are a place to learn and a place to teach. You can learn to teach, and we will try to teach you new ways to learn. If you have something to share, or people have something they want to learn, we will try to find a way to help you get it!

Tools
Our primary mission is a place to share and get access to tools, so we have them in spades! A well-equipped wood shop, CNCs, 3D Printers, a laser cutter, a kick ass electronics bench, 2 vertical metal mills, two metal lathes, sheet metal brake, sewing machine, vinyl cutters, a large format printer/plotter, metal casting, TIG and wire welding, plasma cutter, a large kiln and more drills than we could use. We have about 4,500 square feet set aside for tools and we are running out of space. In the words of Adafruit’s founder, “That place is stacked!”

Community
Because of our member’s diverse backgrounds, we have people with interests and information from all around. While no one person can know everything, a group like this can help fill in or find the facts you need. Also, we want your experience to help us grow. You can never know what ideas may be catalyzed by the mixing of thoughts.

Discounts
In addition to being able to leverage bulk purchases, Cyberia Members get the following discounts:

- Rockler Hardware – 10% Discount at the Castleton Store
- SeeMe-CNC – 10% Discount for Cyberia Orders

Confidence
Cyberia is set up to offer you a chance to gather experience in various topics and pursuits, and with that experience you will gain confidence through woodworking, machining, electronics or project management. We offer the safe place people need to try something new, to open new options, and be a new you, and you can leverage that into the kind of experience that employers are looking for!
Volunteer Opportunities

An organization like Cyberia runs on its volunteers. These people give a little (or a lot) of their time to make sure that you have access to these benefits of membership, and to help members and students get the most of their time. Here are some of those opportunities, ranked from the lowest to the highest commitment of time.

Convention Team
There are several conventions in the area that overlap with our member’s interests such as Indy PopCon, GenCon, Circle City Con, Hamfest, Furcon, Barnes & Noble’s Mini Maker Faire and Inconjunction. The Convention team tries to make our presence there know with a booth, classes, or make and take events. Convention Team members sometimes get credit toward a discount admission or even free admission to some of the conventions in exchange for their volunteer time. Contact Events@cyberialtd.org to be contacted about being included in this group.

Build Opportunities
There are always opportunities coming up to help with larger projects. Sometimes it is the need for someone with a particular skill, other times it is just needing extra hands to sort, hold or nail things in place. If you are looking for something to do, and want to help out, check out the Projects to Join page at https://clubcyberia.org/Projects

The HelpMe Team & Mentors
Frequently, members just need to be familiarized with a piece of equipment that is new to them. We keep a list of volunteers that are willing and able to help people with small problems and to check them out on the equipment. You don’t have to commit very much time, and you will be able to pick times to meet your schedule.

Instructors
We are a place of learning, and some of you have skills and experience that are begging to be passed on. Get with us about leading a class or helping someone learn a new skill by contacting the Events Director at Events@cyberialtd.org We can even teach you how to teach!

Project Leaders
While many of us have experience working on our own, it is a whole new skill set to help direct and manage a group towards a project completion. If you want to learn how to run a project, if you have a project that will interest others, or just like to see things done contact our Board Secretary at docs@cyberialtd.org and we can help you get set up and moving forward on a new or existing project.

Volunteer Staff
The Volunteer Staff members are the people who have volunteered to keep the Cyberia going. They devote 10 or more hours per week to coordinate other volunteers and each other to make sure we are moving with purpose and efficiency to provide the tools and environment for our members. These
positions are appointed by the Board Members. If you want to be involved in the direction and management of Cyberia, this is the place to be!

**Board Members**

Overseeing our Executive Directors is the Board. These five people make sure that programs are aligned with our mission (President) and make sure that legal requirements (Secretary) and resources (Treasurer) are wisely managed. While we prefer that Board Members have served as Volunteer Staff for a while in order to familiarize themselves with the operation and tone of Cyberia, we are also open to Board Members with successful business and Non Profit Organization experience.
Common Interest Groups at Cyberia

HAM Radio/W9CRC
Cyberia hosts its own amateur radio club station, W9CRC. Members who have their license can use the equipment in the member room to listen and communicate around the world (weather and format permitting) as well as listen and communicate with satellites once the rest of the hardware is installed and the programs are set up. Contact Dave Norris dave@cyberialtd.org for more information.

Tektonic Ninjas FTC High School Robotics Team
Every Thursday night from 7 PM to 9 PM (Tuesdays, too during the school year) the Tektonic Ninjas meet to learn robotics, coding, and project management. Contact Mark Owens mic@cyberialtd.org if you have a student who would like to participate or if you would like to help mentor our budding roboticists.

Cosplay and Prop Making
Costuming and props tend to be a common thing among people who make things. We have an informal group at Cyberia that will discuss ways to make things and who helps build props every year for Crit Confirm’s Endless Dungeon fundraiser event at Indy PopCon. Contact Andy Hasara andrewhasara@gmail.com to get more information and be included in the next build groups.

Hackster Hardware Hacking
Hackster is an open hardware group that meets on the 2nd Saturday of the month. The organization provides samples of new hardware for use to play with and post ideas on the Hackster.io website to encourage others to use the new hardware. Contact Austin Owens austin@cyberialtd.org for more information.

Model Railroading
Model Railroading is another common interest that uses many maker skills. Woodworking, electrical, and finishing techniques are required to produce an awesome layout. Stop by on any Saturday afternoon and you will see many of the model Railroaders at work and play in our Makerspace.

Projects to Join
We keep a section of our website with current projects that people are looking for others to join them. If you didn’t see something to catch your eye here, check out the web site at https://clubcyberia.org/Projects
Membership Levels

General Member
- **No Voting**: You completely trust the Cyberia Board of Directors to competently (and ethically) determine the future direction of the Club, and thereby influence the value of your own membership.
- **Discuss**: May participate in the general member and public discussion forums.
- **Limited Storage**: Shoebox sized space on the Open Project Shelves. No private locking storage.
- **Limited Access**: Business Hours Only access to the Club Cyberia Makerspace
- **No Guest Privileges**: Only Full members may bring guests to work with them
- **Discounts**: Mention that you are a Club Cyberia member and get discounts at Rockler Hardware and SeeMeCNC
- **Premium Tools**: Access to premium tools (such as the laser cutter) may come with a higher usage rate than Full Members.

Full Member
- **Voting**: Have a say in the future of Cyberia! Maybe you don’t like the way we are doing something? At this level you enjoy full voting rights at Cyberia monthly business meetings.
- **Discuss**: May participate in the full member, general member and public discussion forums.
- **Storage**: Full Space on the Open Project Shelves. Additional private locking storage for your project materials.
- **Full Access**: 24/7 Access to the Club Cyberia Makerspace.
- **Guest Privileges**: Full members may bring guests to work with them
- **Discounts**: Mention that you are a Club Cyberia member and get discounts at Rockler Hardware and SeeMeCNC
- **Classroom**: You may reserve the classroom.
- **All Tools**: Full Members have access to standard and premium tools. Preferred rates for usage will apply:
  
  FormLabs Form 1+ - $0.75/gram (Grey) with the community tank or purchase your own ($65) to use MakerJuice or other custom resins
  
  Laser Cutter - $10.00/hr or $100/day

Groups and Corporate Pricing
We offer special rates for group and corporate members as well as being an excellent place to have meetings, seminars and training sessions. Contact us at Events@cyberialtd.org to have your group meet where they have space and access to tools that you can’t get anywhere else.

Refer a Member Discount
Active members will get a $10 discount off of your monthly dues (up to the full cost of your monthly dues) for each new member that puts you down as the referrer until their membership ends. This discount starts and ends on the next month after the referred member’s status changes.
Non-Members who change their member level can only provide the referral discount the first time they upgrade. Active Member whose membership lapsed long enough to be downgraded to Non-Members will not provide the discount when they reactivate their membership.

In order to get the referral discount, the new member must put in the email address that you use to sign into Cyberia. If someone is upgrading from a Non-Member or enters the email incorrectly, contact the Cyberia Secretary to get the discount applied correctly.

The credit cannot be transferred, and they will only be applied to membership dues and Bench Fees (not to material and use fees like Laser Cutter time or Form Labs materials). However, if you have referred enough people to cover the cost of your current level of membership your additional referral will still be tracked, so that if someone downgrades to a Non-Member you will still get credit for all referrals, and you may choose to upgrade your membership level to take advantage of the extra credits.
Member Responsibilities

To Each Other
Our first rule at Cyberia is “Be Excellent to Each Other”. We watch out for each other. If someone is doing something dangerous, say something to them and expect others to say something to you as well.

Clean up your work area when you are done, and make sure all of your tools are put away.

If someone has a questions, help them or direct them to someone who can help them.

Don’t hog a machine. If someone else is waiting, see if it is better to let them work a small piece, and then you go back to the larger use.

Be respectful of each other’s time. It is the one resource that can never be renewed.

Remember, this is a place of learning, and we all may learn something new if we listen to each other.

To Cyberia
Membership fees are due on the 1st of each month and will be marked as late on the 15th of the month and your access code will become invalid. After the 1st of the next month, you will be downgraded to a Non-Member. If you start on or after the 15th of the month, your payment for this month will include the next month.

Put your tools away when you are done, and keep the place clean. Our organizers are volunteers and it takes a lot of time to clean up after someone.

Say something when things are not right. Submitting a Trouble Ticket or sending an email to exec@cyberialtd.org is the best way to get a problem noticed and fixed.

Attend or at least watch the Monthly Member Meetings from the 2nd Friday of each month. This is where the upcoming events are announced, plans discussed, and purchases approved.

To the World
People who make, by definition and design, try to make the world a better place. Keep that attitude going in your life and demonstrate it to the world. Ask people if they would like to learn something new. Invite them to explore creativity in play. Demonstrate ways that people can be better stewards to our neighborhoods. If we all make ourselves and our neighborhoods better, the world becomes better automatically.
Club Cyberia Member Agreement
Version 1.2 11/01/2016

General Rules
I have read and agree to uphold the bylaws, attitudes, and goals of Cyberia, LTD.

I will treat all members, guests, and even interlopers with dignity, courtesy, and respect regardless of any other reason. Be excellent to each other!

I understand that Cyberia Makerspace and Cyberia Workshop are collaborative spaces for community benefit. I will not monopolize the facility or equipment for commercial ventures or use it for malicious purposes.

I understand that failure to uphold this agreement may result in my membership termination.

Should a member have their membership terminated they will be refunded his prepaid dues minus any fees for cleaning or damages.

If I run into trouble, I will ask for help. If someone looks to be having trouble, I will ask if they need help.

Use of Tools
I agree to abide by all posted safety rules and take all appropriate safety precautions while in Cyberia Makerspace or Cyberia Workshop.

I understand the access to certain pieces of equipment including, but not limited to, the band saw, table saw, and lathe, is not recommended until I have received safety and basic usage training from a qualified member of the organization.

I understand that access to certain pieces of equipment is restricted, including but not limited to the 3-D printers, welder, and CNC router. I will not use this equipment until I have received safety and basic usage training from a qualified instructor approved by Cyberia LTD.

I understand that at no time may I take anyone else’s equipment, including Cyberia LTD’s equipment, off-site.

I understand that certain pieces of equipment are the personal property of other members. These items are expressly marked with that member’s name. I may not use this equipment without the owner’s direct permission.

Guests
I understand that if I bring guests into the space, I am responsible for my guests.

I understand that I must directly supervise all my guests at all times that the guests are in Cyberia Makerspace or Cyberia Workshop.

I understand that my guests must sign the liability release form before they can do any work at Cyberia Makerspace or Cyberia Workshop. Signing up online and agreeing to the liability release form will be considered the same as signing a paper copy.
Access Control
I understand that the security cameras and door locks are there to protect the Cyberia Makerspace, Cyberia Workshop, its members and its assets. I will not attempt to modify, tamper with, adjust or disable them without permission.

I understand that I am responsible for controlling access to Cyberia Makerspace and Cyberia Workshop. I may not admit anyone to the space who is not my guest. I may not give my key or passcode to anyone else.

Cleanup
I understand that I am responsible for vacuuming or sweeping the space I use before I leave.

I understand that I am responsible for taking out garbage in the space I use before I leave.

I understand that I must restore Cyberia Makerspace or Cyberia Workshop to a clean state before I leave, even if it was messy when I got there.

If I leave a mess or fail to put away tools and materials and someone has to clean up for me, I will be subject to a $10 fee.

Personal Equipment
I understand that I can leave my materials and tools at Cyberia Workshop in areas allocated for my use.

I understand that I must label my materials and tools before leaving them at Cyberia Workshop.

I understand that Cyberia LTD is not responsible for lost or stolen tools or materials.

Participant Name:_____________________________________ Date of Birth: __________
Signature: _____________________________________________ Date: ________________

*Signatory must be 18 years of age or older, or be signed by their parent / guardian*
How to Get Things Done

An organization like Cyberia is constantly changing and evolving to meet the requests of the community. Because of this, you will find people doing various different things to get things done. This fits well with our attitude of have an open path to many solutions, but it can be intimidating to new people so here are some suggestions.

I Want Cyberia to Buy Something
A common request is for a piece of equipment that someone needs, but no one has. One of the benefits of a community is the ability to pool money to purchase special equipment. Generally, the process goes something like this:

1. Andy wants a widget to help him with a project.
2. No one has one, but Brian and Cathy and Dave can also use the widget.
3. They ask the Equipment Director about Cyberia getting one.
4. The Equipment Director says they don’t have enough in the monthly equipment budget for that, but Eddie, Frank, and Gloria also want one.
5. The Equipment Director suggests that the members who want one bring it up at the next Monthly Member Meeting, which is held on the second Friday of each month.
6. Cathy asks the Secretary to add the topic to New Business for the next Monthly Member Meeting, and the executive board polls the membership to see how much interest there is, and if we can afford it and if we have a place for it.
7. It gets discussed at the next Member Meeting, and if all the questions were already answered, a Full Member can make a motion to vote on purchasing the equipment.
8. If the vote carries, we purchase the equipment.

I Want to Buy Something For Cyberia
From time to time, we need something but we do not have the money to get it. In times like this, a member or patron may purchase the item for us. If you do not wish to be reimbursed, Cyberia can give you a receipt for a Donation in Kind, and you can use that to take the value of the item off of your taxes. Also, you may donate money and ask that it be earmarked for a particular item or project. We will give you a receipt for the cash donation in this case, but you can not be reimbursed.

If you wish to be reimbursed, we can add the item as part of New Business for the next Monthly Member Meeting. It will be brought up, discussed, and voted on. If it is approved, you will be reimbursed. If it is not approved, you will not be reimbursed. Because of this, we recommend that you do not purchase an item unless it has been approved for reimbursement.

I Want Cyberia to Teach a Class About Something
If there is a class you would like on a subject that interests many people, please bring ask the Secretary to add that as an item under New Business during the Next Monthly Member Meeting. Unless it requires Cyberia LTD to use it’s money for materials and/or an outside instructor, adding a class does not require a vote. This is just a good way to announce your interest and see if there are enough others who are interested in the subject.
I Want Cyberia to Do Something a Different Way
The time comes when “the way we have always done things” is no longer good enough. When you encounter something that you think Cyberia LTD should be doing differently, the best thing to do is email the Executive Directors about it at exec@cyberialtd.org. This is because some of the things we have to do are mandated by State and Federal Laws covering the operation of a 501(c)(3) Non Profit Organization, and we don’t want to get outside of our legal requirements.

I Want My Group to Meet at Cyberia
We love to have groups meet here! Start by requesting a slot on the schedule from our Events Director. Depending on the size and amount of time your group needs, there may be a charge for the use of the facility. However, if enough of your group are members or your group uses our Group Membership option, we would only charge you if you were charging for the event. This makes our facility a great place for your group to meet and grow your membership!

I Want to Donate Something to Cyberia
Donating an item to a Non Profit Organization is called a Donation in Kind. At Cyberia we accept many things that can be used, or fixed and resold, or liquidated as they are. You will receive a receipt for your donation if you ask for one. We do reserve the right to refuse items.

If you just want to drop off some non-functional electronics for scrap, we will take a reasonable amount to be set aside until the next Tox Drop date (the third Saturday of the month) for $20 for up to 20 Lbs and $50 for up to 100 pounds. You will get a receipt for your cash donation, but not for the items donated.

I Want Cyberia to Help Me Show That I Have Experience
Pre-Employment Experience has become a bigger and bigger issue as jobs have become scarce. We can help you get experience in industrial work, manufacturing, project management and teaching. However, it will be up to you to document things the way you want to present them to others. If you are not sure how to do something, send an email to helpme@cyberialtd.org and someone will contact you about organizing your documentation in a meaningful way.
Workshop Rules

The Workshop entrance is the first door on the right when you enter the building in Suite 500.

Member Access
Members who have been issued a pass code may enter the Workshop 24 hours per day, 7 days a week.

Members who have an access card issued to them will only be able to enter in the times permitted by the access card. Full members may access it 24/7, but General members may only access it from 1 PM to 6 PM, unless they are the guest and of and in the company of a Full member.

Where is Everything?
To help you locate everything in the Workshop, we have included maps of the main areas:

Please remember that things get moved around all the time, and the maps will not always be accurate.
What Requires Checkout
Almost all equipment in the Workshop requires that you demonstrate at least a minimal proficiency to be allowed to use it. For most equipment, that is merely being familiar with the operation of the machine: power on/off, changing settings, cleaning up after yourself. The following equipment requires that you be checked out by taking a class before you are allowed to operate it:

- Lathes – both wood and metal
- CNC
- Laser Cutter
- Welder
- Plasma Cutter
- Metal Casting
- Vertical Mill

Check the events tab at clubcyberia.org for classes for these machines. If you need to get trained before the next scheduled class, contact helpme@cyberialtd.org to have someone get in touch with you to schedule training.

*NOTE: Some training is done by a professional, and there is an instructor fee for those classes*

2 Person Rule
For your personal safety, you should not operate any of the workshop equipment without a second person present. This person may be a member, a guest, or Cyberia Staff but they must know where you are working so they may assist you if you injure yourself.

Safety Equipment
There will be a yellow box with the words “SAFETY GEAR” marked in red in each zone. It should have appropriate gear for working in that zone.

Fire extinguishers are placed around the Workshop with Signage that should be visible above the equipment. The area around a fire extinguisher is marked with a box with yellow or red stripes. KEEP THESE AREAS CLEAR AT ALL TIMES!

Additionally, there is hearing protection, safety glasses, and work gloves in the gray cabinet by the main entrance to the Workshop that is marked “Safety Equipment”.

What to Do If Someone Is Hurt
If someone is hurt, there is a first aid kit in the gray cabinet marked Safety Equipment next to the main entrance of the workshop.

After the immediate need is taken care of, you will need to notify Cyberia of the incident. Use the Trouble Ticket page at clubcyberia.org to let us know what happened, if anything was used from the First Aid Kit (so we can replace it), and if we need to help you or the injured person clean up because you went to the hospital.
Storage Space
The first row of shelves upstairs is set aside for member project storage. Each member’s name and a contact phone number should be on the box. Do not take, open, or go through anyone else’s project storage without the member’s permission. Full members get a full shelf up to 20 inches wide, and General members may store a shoebox sized box. If you need additional storage, consider renting a workbench.

Cleaning Up
When you are done working in your area, please clean it up (even if you did not make the mess). If we find that you have left an area messy, and one of the Cyberia Staff has to clean up after you, you will be fined $10. If you know of someone who has left the area messy and you had to clean it up, let us know on the Trouble Ticket page of the clubcyberia.org web site and we will contact that member.

Donation Shelf
Across from the tool wall by the main entrance to the Workshop is a wire rack designated for donations. If you have something of value, or if something is donated to Cyberia for general use, it goes there. If it has been there more than 2 weeks and can be recycled, it will be taken to the next Eastside Tox Drop, which is on the third Saturday of each month.

If the item is of use to Cyberia in the Workshop or Makerspace, it should be set aside in the Cyberia Office/Server Room.

If the item is to be resold by Cyberia, it should be set aside upstairs above the classroom with the other items to be sold.

If the item is of use in the Bone Yard, please take it upstairs and put it with similar items in the Bone Yard.

If the item is not obviously of the above uses, leave it on the shelf for any members to take and use as they see fit.

The Bone Yard
The upstairs area designated for storing parts and assemblies for anyone to use is called The Bone Yard. Items are donated or purchased to allow members the opportunity to take things apart and fix, reuse, repurpose or recycle them as they see fit. Anything up there in the Bone Yard is available for any General or Full member to use and take.

When You Leave
Before you leave, check to see if anyone else is still in the Workshop. Yell loudly because people upstairs may not hear you. If there is no one left, turn off all of the lights, and make sure the upstairs blower is off. The upstairs blower is controlled by three circuit breakers in the panel in the hallway by the building entrance.
Makerspace Rules

The Makerspace room is down the hall from the entrance in room 1100. It is a short way past the turn to go to the bathrooms.

 Member Access
All members may access the Makerspace room 24 hours per day, 7 days per week.

Where is Everything?
To help you locate what you are looking for, we have included a map of the Makerspace:

What Requires Checkout
Most of the equipment in the Makerspace only requires that you be familiar with its operation. Some of the more complicated equipment like the 3D printers and the test equipment at the Electronics Workbench require more extensive learning. Check the Events tab at clubcyberia.org to see when the next class will be held. If you need training before then, contact helpme@cyberialtd.org and we will have the appropriate instructor contact you to schedule your training.
When a Class Is In Session
As classes and other events are sometimes held in the Makerspace, here are a few ground rules:

- Don’t participate in the class unless you are signed up for it. Even just interacting with the instructor is disruptive, so please do so only when there is no better option.
- Give the class some space. Try to stay away from and not talk loudly around the class to avoid disruptions.
- Do not remotely hack the projects that students are working on. That is rude, and very confusing for the students.

Safety Equipment
Safety Equipment like gloves and eye protection can be checked out from the welcome desk if it is not available in the work area.

What to Do If Someone Is Hurt
If someone is hurt, there is a first aid kit in the Welcome Desk next to the main entrance of the Makerspace. There is a phone on the desk in the Workshop next to the computer that can be used to call 911.

After the immediate need is taken care of, you will need to notify Cyberia of the incident. Use the Trouble Ticket page at clubcyberia.org to let us know what happened, if anything was used from the First Aid Kit (so we can replace it), and if we need to help you or the injured person clean up because you went to the hospital.

Storage Space
The shelf behind the Welcome Desk is available for temporary storage of projects that are in process. Items should not be left for longer than one week, or they may be recycled or moved to the Donation Shelf in the Workspace.

Cleaning Up
When you are done working in your area, please clean it up (even if you did not make the mess). If we find that you have left an area messy, and one of the Cyberia Staff has to clean up after you, you will be fined $10. If you know of someone who has left the area messy and you had to clean it up, let us know on the Trouble Ticket page of the clubcyberia.org web site and we will contact that member.

When You Leave
Makes sure that all of the lights are off, and all equipment is turned off if you are the last person to leave.
Unlocking the Door

Entry into the Workshop and Makerspace is controlled through the keypad that is on the door lock side of the door. Depending on whether you are e-mailed an Access Code or if you have been issued a Key card, you should follow the directions below to gain entry.

Effective February 1st, 2018 you will not be able to get into Cyberia without your ID Card and Access Code!

To Open the Door
1. Tap your Card against the edge of the card reader
2. Hold it there until the green square on the keypad lights up and the keypad gives a short beep to indicate your card has been read.
3. Type in your Access Code and press the “Enter” key. The key pad will beep for each keypress.
4. If your card and Access Code have been accepted, the keypad will give a long beep and the door will unlock for 10 seconds
5. If the door does not unlock, try your card and Access Code again.
6. If it does not work, check to make sure you paid your member dues before the 10th. Late payments can cause your access to be shut down!
7. If there is still a problem, Call 317-643-3058 and talk to Andy

If You Lose Your Card and Are Locked Out
1. Call 317-643-3058 and talk to Andy
2. He will verify your paid up status and remotely unlock the door for you
3. Your old card will be disabled
4. We will reprint your missing card
5. You will be invoiced $5 for the replacement card

If You Do Not Remember Your Access Code:
1. Log into your account at clubcyberia.org
2. Click on your name. It will be a blue link near the top of the page. This will take you to your profile.
3. Scroll down to the bottom of the page. The Second or Third to last section is titled “Getting into Cyberia”
4. Your access Code will appear there.

If You Need to Change Your Access Code
1. Send an email to helpme@cyberialtd.org
2. We will update your access Code and send you a confirmation email when it is done.
Turning on the lights

Our building was built long ago as a factory to make records and tapes and it has modified several times until it reached its current purpose. As a result, finding the correct light switches is often a frustrating experience for our new members. Use this guide to locate and familiarize yourself with the switches and the areas they illuminate. If you have trouble with a light switch or fixture, use the Trouble Ticket on the Club Cyberia web page to let us know what needs to be fixed.

Workshop

Woodshop and Entry Area
There are two old lever switches mounted in metal boxes on conduit just inside the main entrance of the workshop. They are on your right hand side as you enter, on the wall and just a short distance above the desk.

Paint Booth and Welcome Desk
Outside the door to the main entrance of the workshop is a standard light switch. It is on the right hand side as you are entering the workshop.

Downstairs Benches (formerly the Classroom)
The switch is inside the room, on the wall on the hinged side of the door.

Cyberia Office and Server Room
The switch is on the wall on the left hand side as you enter the room.

Upstairs/Bone Yard/Metal Shop
Outside in the hall, next to the circuit breaker box in a two button switch. The top black button turns the lights on, and the bottom red button turns them off. These lights are on a relay, so there will be a loud “Thunck!” when the lights are turned on or off.

Makerspace

Front and Middle Area
There are two switches just inside the doorway on the left hand side as you enter the space

Rear Area
The switch for this area is on the farthest wall from the entrance. It is to the right of the fire extinguisher as you face it, and to the left of the white door marked “Do Not Enter”

When You Leave
Before you leave, please check to see if there is anyone in the Workshop or Makerspace. If there is not, please turn out the lights before you go.
Getting Checked Out on Equipment

Our members come from diverse backgrounds. We have teachers, stonecutters, engineers, insurance salespeople, and farmers in our group. That means that some people may not a lot about certain equipment, and others may know next to nothing about tools that many of us take for granted.

We offer assistance for things as simple as a screwdriver and as complex as the vertical mill to help you learn the skills and attitudes to use them safely and effectively.

What Equipment Requires Extra Training
Before you can use these machines, you must be checked out by an approved Instructor. This is for your safety, the safety of others, or to protect the machine from being broken.

- Lathes – both wood and metal
- CNC
- 3D Printer
- Laser Cutter
- Welder
- Plasma Cutter
- Metal Casting
- Vertical Mill

Scheduling Training
Check out see if there is an upcoming class on the machine you want to learn. Classes can be found at https://clubcyberia.org/Events/Schedule If there is not class this month, contact us at helpme@cyberialtd.org and someone will contact you to schedule one on one instruction, or give you directions for contacting a paid instructor for individual assistance. Some of the one on one instructors will also charge a nominal fee for their time.

Which Training Costs Money
For some of our classes, we pay professionals to ensure that you have the best training we can offer. Training for the Vertical Mill, Plasma, Cutter, and Welder are done with an outside instructor and are comparable to a basic shop class in High School. Other assistance for programming, Introduction to CAD, and other material intensive classes like Molding & Casting, or Make and Take an Arduino would also have a cost

Who to Contact About Training
If you are looking for help finding a class or one on one instruction, email us at helpme@cyberialtd.org and someone will respond to help match you up with the best option available.
Becoming an Instructor

We are always looking for people who are willing and able to meet with others and help them. If you wish to be on that list, contact the Events Director about being added to the helpme@cyberialtd.org mailing list or get help putting a class together. We offer assistance in learning how to organize, prepare, and present your material to help you become a good instructor.
Renting Workspace

Sometimes you are working on one or more projects that you need to leave out to dry, or to be worked on over a long period of time. For an additional cost, you may rent a work bench on a month by month fee that is added to your monthly membership.

What is Available
In the Member Room (climate controlled) we have 7 Bench slots
In the lower level we have 2 Bench Slots
Upstairs we have 8 bench slots

Costs
Workbench costs are based on location and accessibility.
A workbench in the climate controlled Member Room is $15.00 per month
A work bench outside of the climate controlled is $10 per month

Who to Contact About Signing Up
Contact the Facility Manager about renting work benches or work space in our Workshop. Contact information can be found at http://clubcyberia.org/Contact
Signing Up for Classes

All of our classes are on the same page with any other upcoming events: https://clubcyberia.org/Events/Schedule as we make no distinction between a formal learning event and any other event. This is the best place to find out what is happening at Cyberia, too.

Recurring Classes
Certain classes occur on a regular basis. Classes for the Vertical Mill, Metal Lathe, Welding cycle through once per month every three months and Intro to 3D Printers and 3D Design with TinkerCAD cycles through every other month.

Special Events
Less common are the events that we have because we have access to a special teacher, or because there is interest but not enough to have it every month like the Molding and Casting Class.

Costs
The cost for each class is posted on the class’ page on our website. Non-Members will pay an additional $15 for each class, but that gives them the equivalent of a One Day Pass to work and use the tools and machines we provide.

Where to Sign Up
To sign up for a class, simply click the Register button on the class’ page on our website and follow the prompts for your options. If you have trouble with the website, contact the Events Director at events@cyberialtd.org or show up for that class and see if any last minute spots are available.
Being an Instructor

All you need to become an instructor is a willingness to teach, and a description of the class to teach. Once you have your class materials in order, the Events Committee will work with you to schedule a time for your class. All instructors must complete a W-9 form so that they can be legally paid as a subcontractor. If you have insurance, we are asked to keep a copy of Certificate of Insurance for your Professional Liability or Errors and Omissions coverage.

Recurring Classes
Most recurring classes can use the help of a teaching assistant. Usually, your job will be to assist with setting up demonstrations, passing out materials, and helping students on a one on one basis during the class. This gives you the opportunity to see a variety of teaching styles in action and evaluate them for what works (or does not work) well.

Special Events
Many of our special events have demonstrations and “Make & Take” items. These are excellent opportunities for you to build up your skills and confidence of walking through a simple building process with a small to medium sized group. Contact the Events Director at events@cyberialtd.org about being worked into the Convention Team group to pursue this option.

Instructor Training
One of recurring classes is “How to Prepare Class Material”. This will give most people the basics of how to prepare a class curriculum, when to alternate traditional with experiential portions of your class, and how to present information in a cross modal model. If you don’t see this class coming up on the schedule, contact the Events Director at events@cyberialtd.org and they will put you in touch with an experienced instructor.

Additionally, it is a good idea to act as a teaching assistant to an experienced instructor to get a feel for working with larger groups. It has been our experience that many people teach well one on One, but have difficulty with large groups.

Pricing Your Class
The default price is $10 per hour, and that goes to Cyberia. The Instructor can set an additional cost per student for themselves, as well as the cost for the materials the students after the class is over.

Promoting Your Class
It is very important to promote your class. The Events Director will post the event on our website, and possibly post it as an event on Facebook, but nothing else. Here are a few tips on bringing up your attendance.

- Make sure you are prepared and have a good, interactive presentation. People who were bored in your last class will not come to your next class.
• Each class and event gets its own web page. Share this page often on social media like Facebook and Twitter.
• Make flyers for your classes and pass them out to groups of outsiders who might be interested. Remember, it is OK to use the Cyberia Logo to say that the class is here, but not OK to say that the class is presented by or hosted by Cyberia without the permission of The Board.
Using the Wood Shop

Among our many tools, we feature a well stocked wood shop with table saw, router, planer, jigsaws, lathe, drill press, band saws, and sanding station as well as two CNC’s. We have what you need to make beautiful woodwork!

Being Checked Out
Other than the CNC and lathe, most of the equipment does not require formal training to operate, merely to become familiar with the machine and how to use it. However, if you find yourself in need of some assistance, send a message to helpme@cyberialtd.org and someone will contact you to schedule a time to go over the machines or help with your project.

The CNCs require specific training. Look in the Table of Contents to locate instructions on getting trained for the CNC.

The lathe is one of the machines that can harm someone easily through misuse. You will need to be signed off by someone before you are allowed to operate the machine, or you must have taken the Introduction to Metal Lathe class. To get checked out, send a message to helpme@cyberialtd.org and someone will contact you to schedule a time to go over the lathe and its safe operation with you.

Scheduling Access
Time in the wood shop does not need to be scheduled. Access is on a First Come, First Served basis.

What are the Costs
Wood working is a hobby that can cost a little or a lot, depending on what you choose to spend on it. While we will supply cutting and sanding supplies as well as keep a scrap wood pile and several donated pieces of lumber, you will be expected to choose and purchase materials and hardware suitable to your projects.

Many of our collected router bits were also purchased for a one time use, and then left with us, so feel free to donate your unwanted spares.

Before You Start Working
Always make sure your work area is clean, and you tools and materials are laid out and accessible before you start working.

If you plan on generating dust, run the filter box under the table along the outside wall (just plug it in and it will start). This cuts down on the dust in the air that gets into people’s lungs and on their freshly painted surfaces.

Take time to make a place to put your parts and materials as you are working so they will not be in the way of other people using the machines.

Take a few minutes to find out what the right cutting speed is for the material you are drilling or cutting. The wrong speed will damage the material and wear out the tools very quickly.

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Make sure you have a partner while you work. It is hard to dial 911 while you are trying to find the missing piece of your finger.

**While You Are Working**

Do not work alone in the wood shop. It is hard to call 911 while holding a bleeding stump with your good hand.

Always wear eye protection and hearing protection when running the power tools in the wood shop.

If you are generating dust, run the filter box under the table along the outside wall (just plug it in and it will start). This cuts down on the dust in the air that gets into people's lungs and on their freshly painted surfaces.

No dangling jewelry, long ties, or loose long hair around the wood working machines. They have a tendency to grab these things and pull you into the sharp spinning metal parts.

Use two people to load and/or catch when running the table saw. If you can’t hold it in one hand, you can’t cut it by yourself.

Do push items onto the saw blade with your hand, or stand directly behind the part you are feeding into the blade. Also check behind you when you start to cut. A table saw likes to kick the piece back at you if it gets skewed, and it can throw a 2 x 4 with enough force to go through a wall.

If you are going to walk away from the wood shop for a little while, make sure the blade is set to zero height, and that there is not an accumulation of dust and chips on the floor.

**When You Are Done Working**

Make sure all of your tools are put away, and the table saw is returned to zero height.

Turn off the filter box, if you ran it.

Put all scrap wood in the Scrap Wood box next to the staircase. DO NOT PUT TREATED WOOD OR PINE IN THE BURN PILE! Treated wood can release toxic gas when burnt.

Make sure that all of your sawdust and chips are cleaned up. They represent a safety hazard for slips and falls, as well as a health hazard.

Unplug the machines when you are done using them. They draw a little bit of power when not in use, and we all need to respect our planet.

Leave the work area clean and accessible, even if it was not clean when you got there. Remember, we leave the world a better place for having been there!

**How to Report a Problem**

If you run into any problems, ask another member (because we teach each other) or send a message to helpme@cyberialtd.org if it is not an emergency. If it is an emergency, contact the Equipment Director or the Facility Director immediately. Their contact information can be found on the website at http://clubcyberia.org/Contact
If equipment gets damaged or supplies are running low, submit a trouble Ticket on the website under Membership→Trouble Ticket so that we can get the issue addressed as soon as possible. If the machine will not work, unplug the machine and attach a “Do Not Use” tag from the Safety Equipment cabinet by the door to the Workshop to the electrical plug so that it cannot be used until fixed.
Using the Metal Shop

Our metal shop is available 24 hours per day, & days per week to our Full Members. We have two vertical mills, two metal lathes, two drill presses, a large sheet metal brake and more. From making gear to cutting threads, this shop is equipped to meet or exceed most machinist’s needs and it is an excellent place to get machine shop experience or pre-employment training.

Being Checked Out
Due to the nature of the machines, most of the equipment in the metal shop requires some training. For the Vertical Mills and Metal Lathes, we offer an introductory course. It is required that even experienced machinists that the introductory course, because the instructors will familiarize you with the wear in for the tools before you start to set a piece.

For the other tools such as the sheet metal brake, blasting cabinet, etc. . . you should contact us at helpme@clubcyberia.org or helpme@cyberialtd.org and someone will contact you to help with your project or issue.

Scheduling Access
Access is First Come, First Served so scheduling is not required.

What are the Costs
You will have to go through the formal training to use the Vertical Mill or metal lathe.

We provide the tools and some practice end mills and cutters for the mills and lathe, but if you need a specialty tool you may need to purchase it yourself.

We keep metal scraps around for practice work and small pieces, but you will have to supply your own materials for most projects. Even though they do not give a discount, we recommend The Metal Supermarket at 3250 N Post Rd, Ste 102. They are nearby, fast, and well priced.
https://www.metalsupermarkets.com/indianapolis-east/

Before You Start Working
Make sure your workplace is clean, and that the parts and tools you will be working with have been arranged around you.

Check your tools and machines for accuracy. If appropriate, record the variance with a wax pencil for the next user.

Safety Goggles are required in the metal shop, but hearing protection and a filter mask may also be needed.

Double check all of the mounts for your pieces. A loose mount will ruin a piece at least, and may result in a flying chunk of sharp metal in the worst.
While You Are Working
There should be someone else in the workshop while you are working. It is hard to dial 911 with a piece of bar stock in your thorax.

Keep the walkways clear around you for people moving through the metal shop.

Watch your feed rates and speeds, and keep lubricating oil handy. Using the wrong speed can overheat and quickly turn a new mill end into a dull spiral.

When You Are Done Working
Make sure all of your tools are cleaned, oiled if necessary, and put away.

Remove all chips and clean up around and behind the machines you were using.

All chips and scraps go into the appropriate recycling box under the workbench.

Return all safety equipment to where it belongs.

Make sure the floor is swept.

Report all worn or broken parts by using the Trouble Ticket on our website under Membership→Trouble Ticket.

Leave the work area clean and accessible, even if it was not clean when you got there. Remember, we leave the world a better place for having been there!

How to Report a Problem
If you run into any problems, ask another member (because we teach each other) or send a message to helpme@cyberialtd.org if it is not an emergency. If it is an emergency, contact the Equipment Director or the Facility Director immediately. Their contact information can be found on the website at http://clubcyberia.org/Contact

If equipment gets damaged or supplies are running low, submit a trouble Ticket on the website under Membership→Trouble Ticket so that we can get the issue addressed as soon as possible. If the machine will not work, unplug the machine and attach a “Do Not Use” tag from the Safety Equipment cabinet by the door to the Workshop to the electrical plug so that it cannot be used until fixed.
Using the 3D Printers

In the Makerspace room we have several low resolution filament printers hooked up to OctoPrint servers. We also have a high resolution filament printer from SeeMe CNC, and a Form 1+ high resolution printer from Form Labs.

Being Checked Out
We offer a recurring class for the 3D Printers every other month. If you are unable to wait for the next class, contact us at helpme@clubcyberia.org or helpme@cyberialtd.org and we will have someone contact you to schedule a One on One session on using the 3D Printer.

Scheduling Access
You do not need to schedule access to the 3D Printers. The Printers are assigned on a First Come, First Served basis.

What are the Costs
The filament based 3D printers do not cost anything to use, but you are limited to the materials we have on hand. If you want a different color or a specialty material, you will need to purchase a spool yourself. Often, you can split this cost with someone else who wants to use that same material.

The Form Labs printer costs $.20 per ml of resin for normal resin and $.45 per ml for specialty resin. If you want to use your own tray or damage a tray, the cost will be $65 for the tray.

Before You Start Working
Prepare your 3D model by downloading it from the internet or building it yourself. The printers can all accept a model in .STL format.

The Filament printers need to be sliced in Cura or Repetier Host, and the G-Code saved and then uploaded to the Octoprint Server for that printer. For example, the server for STEAM Engine printer #1 is http://steamengine1

The Form 1+ is connected to the design computer and files a sliced and sent to the printer via the program PreForm.

While You Are Working
You can monitor your print from any computer connected to the Cyberia Wi-Fi network. However, you can’t monitor it remotely – we locked off access for security reasons. Keep an eye on your print so you can stop it if there is a problem during the print.
When You Are Done Working

When you are done, remove the support material and either throw it away or recycle it, depending on the material. Make sure the area around your printer is cleaned up, and you software is closed and any left over g-code files have been deleted from the design computer and the Octoprint server. Remember, we leave the world a better place for having been there!

How to Report a Problem

If you run into any problems, ask another member (since the 3D printers are commonly used) or send a message to helpme@cyberialtd.org if it is not an emergency. If it is an emergency, contact the Equipment Director or the Facility Director immediately. Their contact information can be found on the website at http://clubcyberia.org/Contact

If equipment gets damaged or supplies are running low, submit a trouble Ticket on the website under Membership→Trouble Ticket so that we can get the issue addressed as soon as possible. If the machine will not work, unplug the machine and attach a “Do Not Use” tag from the tan equipment cabinet by the popcorn machine to the electrical plug so that it cannot be used until fixed.
Using the Laser Cutter

Cyberia’s Laser Cutter is available for members to schedule and pay for time to be trained and use the cutter. Also, people can buy gift cards good for up to 1 year from purchase at a discounted rate (up to 15% off).

Being Checked Out
Members must be logged into their Cyberia account. The Options will not appear if you are not logged into clubcyberia.org.

If this is the first time you are using the Laser Cutter and need One on One training, go to Membership→How Do I→Get Checked Out on a Machine

From There, click the Big Green Button marked Click here to Schedule a Training Session. This will open a new window with the option for you to create an account for the scheduler, Pick a time to schedule the ½ Hour Training session, and pay the $5 fee. The time will be set aside so no one else can pick your slot. Someone will Contact you to verify or reschedule the appointment, and the system will send reminders to make sure you remember to show up.

Scheduling Access
Members must be logged into their Cyberia account. The Options will not appear if you are not logged into clubcyberia.org.

Go to Membership→How Do I→Schedule Time on the Laser Cutter

From there, click the Big Green Button marked Schedule Laser Cutter Time. This will open a new window with the option for you to pick times in ½ Hour and 1 hour blocks and pay for them through PayPal. If you want to schedule a long piece of time, use several consecutive ½ or 1 hour blocks to build up the time you need. You should have already set up an account with the scheduler when you scheduled your training.

The time will be immediately blocked out for you. You will be told that the time will be verified, because we reserve to right to reschedule or cancel and refund you time block if repairs on maintenance are required, or you scheduled time without being checked out.

What are the Costs
The Cost for One on One training is $5 to cover the trainer’s time, and it runs about ½ hour.

The cost for ½ hour of cutting time is $10, and 1 hour is $20.

You can purchase a Gift Card in $20, $50 or $100 increments for $19.50, $45, and $85 respectively. Gift cards are good for 365 days from the purchase.
Before You Start Working
Review the Document “Using the Laser Cutter”. Go to Membership→How Do I. . .?→Schedule Time on the Laser Cutter to find the download link.

While You Are Working
YOU MAY NOT LEAVE THE LASER CUTTER UNATTENDING WHILE IT IS CUTTING.

Be ever vigilant of a fire. There is a CO2 based fire extinguisher mounted on the computer kiosk specifically for fires in the laser cutter. It has no powder, so it will minimize the damage and mess. If there is a fire, contact us immediately.

DO NOT USE THE LASER CUTTER UNTIL IT HAS BEEN CLEANED AND INSPECTED!

When You Are Done Working
Make sure the area is cleaned up, and all of the tools are put away. The computer does not need to be powered down, but it should be locked after you have removed any of your files left on the machine. Remember, we leave the world a better place for having been there!

How to Report a Problem
If you run into any problems, ask another member (since the laser cutter is somewhat commonly used) or send a message to helpme@cyberialtd.org if it is not an emergency. If it is an emergency, contact the Equipment Director or the Facility Director immediately. Their contact information can be found on the website at http://clubcyberia.org/Contact

If equipment gets damaged or supplies are running low, submit a trouble Ticket on the website under Membership→Trouble Ticket so that we can get the issue addressed as soon as possible. If the machine will not work, unplug the machine and attach a “Do Not Use” tag from the Safety Equipment cabinet by the door to the Workshop to the electrical plug so that it cannot be used until fixed.
Prerequisites
Before you will be allowed to use the laser cutter, you must complete these three steps:

1. You must have completed the Laser Cutter training at Cyberia
2. You must schedule your window of use online
3. You must pay for the time you have scheduled

How Do I Get Trained on the Laser Cutter?
We make getting trained easy by giving you two options:

#1 Take a class
Go to the upcoming events page at our website and look for (and register to participate in) the next laser cutter training class. The page can be found at What's Going On ➔ Upcoming Events or directly at https://clubcyberia.org/Events/Schedule

#2 Request One on One Training
You can request a session with a trainer for $5 per ½ hour by going to our website and navigating to Membership ➔ How Do I... ➔ Get Checked Out on a Machine and use the big green button to request a training time (please give 48 hours' notice prior to your scheduled training) or by sending an email to helpme@cyberialtd.org

How Do I Schedule & Pay for Time on the Laser Cutter?
Scheduling and paying for time is as easy as scheduling the training, but without the 48 hours lead time. Go to our website and navigate to Membership ➔ How Do I... ➔ Schedule Time on the Laser Cutter or jump there directly at https://clubcyberia.org/LaserCutter From there, use the big green button to schedule and pay for your time

• If you are using the cutter and you think you are going to need more time, pop over to the website and schedule a little more time.
• If Someone is using the Cutter and you want to be next, pop over to the website and schedule your time ASAP before someone else uses it.
• If you time runs out, and someone has paid for the next block, please move out quickly so they do not lose time. If necessary, offer to buy them an extra block of time for the spot you are using.
• If someone is running late and it cuts into your time, please be patient and let them get out of the way. If necessary, ask them to buy you an extra block of time for your work.

If there is a problem with abuses or the scheduling software, contact us at helpme@cyberialtd.org

Setting Up Your Cut Job

Setting up your cut job starts with a drawing. You can use a bit map (jpeg) or vector (dxf, ai) file for engraving, but only a vector art file can be used to cut lines.

The recommended programs for creating vector artwork are Adobe Illustrator or Autodesk Fusion 360. Both can be found on the design computer, and Fusion 360 is free for students and adults who make less than $100,000 per year from the use it. However, you may also use free and open source software like Inkscape, GIMP, Libre Office Draw, and Open SCAD to create drawings, so long as they are exported as a dxf or ai file. **PRO TIP: If your export options ask if you should use polylines, accept that option!**

You may also use the drawing functions in RD Works to create your drawing from scratch.

Installing and Setting Up RD Works Software

It is recommended that you set up your artwork ahead of time, and bring the saved file from RD Works to Cyberia. This way you do not have to use the time you have paid for messing around with your initial set up.

The link to download the latest version of RD Works can be found on our website by navigating to Membership ➔ How Do I... ➔ Schedule Time on the Laser Cutter or jump there directly at https://clubcyberia.org/LaserCutter A link to the English Manual developed by RD Works Learning Lab is also available on that page.

When the installer runs, select the option for LaserWorks to be installed.

When setting up the laser, the bed size is 1300 x 900 mm. Set the Origin to be at the Lower Left

Import the Drawing

To import your drawing into RD Works, go to File ➔ Import and select your drawing from the Open File dialog box.

When your drawing is imported, the lines and filled areas will usually be the same size and color as when they were saved, but will usually have no thickness. This is because the laser will follow the center of the line itself when it cuts, leaving part of the kerf (the width of the cut) on either side of that line. You will need to adjust your line position to account for the kerf, and the size will vary based on power, material, and focus of the laser. This is one of the reasons that a test cut is always recommended.

You can save time by assigning your lines colors that correspond to ones used by RD Works.
Assign Cut Layers by Color
The software will perform the section of the cut program in an order that you specify, and groups similar actions together by color. Because of that, each type of action that you use needs to be assigned a unique color, and each line in the cut is assigned one of those colors. Clicking on the lines that cut through to the other side of the material, and assigning them the same color means that the same speed and power settings will be assigned to those lines.

That also means that if one line is used for more than one type of operation, it has to be copied, and each color assigned a different color. For example, if you wanted to etch a box and cut it out, the box would be copied, then one box is set the color for the etching and the other box is set to the color for cutting through the object, and they would sit on top of each other (there is even a button in the program to make the center points line up).

Assign Priority for Each Layer
In the upper right hand corner of the program is a table listing all of the colors that you used, the mode that the laser will act on, and the Minimum and Maximum Power for that action. You can use the mouse to drag these into the order you wish to have them done.

**PRO TIP:** After you cut through the object, the part is very likely to shift, so do any surface effects first, like etching, dots, etc, and then do the steps to cut through last.

Adjust the Settings for Each Layer
Once you have the actions in the correct order, you can double click on the colors to bring up the dialog box for that colors action. Each action has a bunch of options that can be set, so use the manual and forums from RDWorks Lab to learn about using these other options. For now, we will just concentrate of Cut Mode.

Cut mode needs three settings: Minimum Power, Maximum Power and Speed. For most cuts and engraved lines, the Minimum and Maximum Power would be the same. For example, to cut through a ¼ inch thick piece of MDF, you would use 70% power and a speed of 30 mm/second but to etch it, you would use 15% power and a speed of 600-900 mm/second.

**PRO TIP:** Moving too slowly makes a rough cut and increases the chance that the material will catch fire. Try copying the layer and making multiple passes over the line to cut through.

Maximum and Dangerous Settings
To keep from operating outside of the safe boundaries, keep the laser power between 15% and 85% and the speed at 900 mm/s or slower. Failure to do so will shorten the life of the equipment, and may result in damage that is your responsibility!

What Do These Other Options Mean?
This Quick Start Guide will get you up and running and able to cut through materials and etch lines on material like MDF and Acrylic. However, the laser cutter’s use does not end there. Etching Images,
making edge lighted signs, and so much more are covered in the manual and forums at **RDWorks Lab**. Go to [https://rdworkslab.com/](https://rdworkslab.com/) for suggestions and understanding of what else a laser cutter can do!

**Setting Up the Laser Cutter**
Here is the Checklist for starting up the laser cutter

- Make sure the cutting area is empty
- Retrieve the key from the laser cutter toolbox in the lower compartment of the kiosk
- Insert the key in the laser cutter, and turn it clockwise to power everything on
- The laser cutter head will automatically move to the current origin position at start up
- Check to ensure that the chiller is on - **If the alarm sounds or the green light does not come on, shut everything down and report the issue to us immediately!**
- Verify that the blower at the laser and the blower upstairs are running
- Log into the Computer (the password is Cyberia)
- Click once on the red **RDWorks** logo at the bottom of the screen to start **RDWorks**
- Insert your USB drive with your project into the front of the computer
- Load your project file into **RDWorks**

**Send Cut Program to the Cutter**
Press the Download button on the right side of the program screen.

**Placing Material**
Put it in there

**Select Program**
On the Laser Cutter, Press File

The arrow keys move you up and down.

The preview is upside down.

Press enter to select the program

**Set the Head Position**
Use the Arrows to position the head.

Press Z, then Enter to go to Up/Down mode. Use the Left and right keys to move it.

Place the head just over the material. There will be a jig to help set the correct height.

Press Origin to set the origin Location.

Press Frame to see the area the cut will use. Move the material if needed.
Hit Start
Press the Start Button to begin the cut.

Cleaning Up
Follow this checklist for shutting down and cleaning up:

- Exit the RD Works Program
- Got to the web site and report any issues
- Exit and shut down Windows on the kiosk
- Remove your material from the cutting bed
- Clear the Debris from the collector pan under the cutting bed
- Wipe down any dust from the cut
- Close the lid over the cutting head
- Log any new material settings in the white binder
- Turn the key to power down the cutter, computer, blowers, and chiller
- Return the key to the to the laser toolbox in the bottom section of the kiosk

Making Notes
In order to help each other learn new materials and how to cut and etch them, there is a white binder kept in a tray on the side of the computer kiosk for you to log your successful attempts with new materials. Please be sure to check the log book to find the most recent settings that work for your material. Keeping this up to date will save a lot of trial and error!

Reporting Problems & Getting Help
If you run into a problem, or an equipment malfunction occurs, notify us immediately by logging into our website and navigating to Membership ➔ How Do I... ➔ Report a Problem and use the form there to let us know what happened and when, so we can fix it ASAP.

If you need help with a project, or you are not sure how to get something done, send us an email at helpme@cyberialtd.org letting us know what you need, and someone will contact you shortly to help you sort through the issue.
Using the CNC

Inside Cyberia’s Workshop, we have three CNC routers: A Fireball V90 for medium sized work, a custom built small CNC for milling and drilling PC Boards, and a Large Format CNC for working on 4’ x 8’ sheets. Being checked out on any of these three machines will authorize you to use the other two, as the process is similar enough between them all.

You must go through a training session to be allowed to use the CNCs, even if you have experience with other CNC machines, because the risk of damaging the machine or hurting someone is very high.

Being Checked Out
Members must be logged into their Cyberia account. The Options will not appear if you are not logged into clubcyberia.org.

If this is the first time you are using the Laser Cutter and need One on One training, go to Membership → How Do I . . . → Get Checked Out on a Machine

From There, click the Big Green Button marked Click here to Schedule a Training Session. This will open a new window with the option for you to create an account for the scheduler, Pick a time to schedule the 1 Hour Training session, and pay the $10 fee. The time will be set aside so no one else can pick your slot. Someone will Contact you to verify or reschedule the appointment, and the system will send reminders to make sure you remember to show up.

Scheduling Access
At this time, demand is not high enough to require scheduling. The Machines are available on a First Come, First Served basis.

What are the Costs
While there are some scrap material to play with and some medium to low quality bits to practice with, you will be expected to provide your own custom bits and materials to be cut for your projects. You may still use the practice bits freely, but do not count on them being of high quality.

You will be expected to go through the training session. This normally runs about 1 hour in length and a $10 fee is collected to pay for your instructor’s time.

Before You Start Working
Prepare your G-Code file before you come by. The Machines use generic G-Code with no tool change locations, so set your post processor to None or LinuxCNC/EMC2.

You may use any software you would like to prepare the G-Code such as CAMBAM, Fusion 360, PyCAM, or G-Simple, but we can recommend VCarvePro from Vectric for beginners and intermediate level users. We have purchased the Makerspace Edition so our members can download the Trial Version of VCarvePro and enter our makerspace code. This will allow you to set up and simulate your
cut in the software, then convert it to the full G-Code output by opening your project file on the Design Computer in the Makerspace or the V90 Control Computer in the Workshop.

Once you have the G-Code file, it must be transferred to the computer that runs the CNC by either the Cyberia Google Drive (under Google Drive/CNC/yourname) or by USB drive.

**While You Are Working**
Because a CNC can be very load, the control machines are all connected to the network and have VNC or Remote Desktop configured for you to log in and monitor the machine from a distance.

You will still need to check on the machine as it cuts, because unexpected connection errors can cause problems and chips occasionally fall into the movement and will need to be cleared away to prevent jamming or position errors.

Always be aware of the Emergency Stop button’s position so that the machine can be quickly shut down to prevent harm to it or other members in the area.

**When You Are Done Working**
Leave the work area clean and accessible, even if it was not clean when you got there. Vacuum up the chips, dust and coolant/lubricant from on, under, and around the CNC machine, and return all parts and tools to the designated places. Remember, we leave the world a better place for having been there!

**How to Report a Problem**
If you run into any problems, ask another member (because we teach each other) or send a message to helpme@cyberialtd.org if it is not an emergency. If it is an emergency, contact the Equipment Director or the Facility Director immediately. Their contact information can be found on the website at http://clubcyberia.org/Contact

If equipment gets damaged or supplies are running low, submit a trouble Ticket on the website under Membership→Trouble Ticket so that we can get the issue addressed as soon as possible. If the machine will not work, unplug the machine and attach a “Do Not Use” tag from the Safety Equipment cabinet by the door to the Workshop to the electrical plug so that it cannot be used until fixed.
Using the Hot Metal Casting Equipment (Under Development)

We have purchased a small electric kiln for use in small batches of hot metal molding and casting. The program is currently under development, but Teal would love to share what he already has learned. We have a usable greensand process and investment casting is coming along.

Being Checked Out
Right now, we are still developing the program. If you would like to learn more about it, please contact Teal Van Vlymen at teal@cyberialtd.org

Scheduling Access
Access is First Come, First Served so scheduling is not required.

What are the Costs
Under Development at this time, but expect melting a precious metal to be a bit pricey.

We have some art brass available at $15 per pound.

Before You Start Working
Make sure you know what you are doing.
Prepare all of the necessities.

While You Are Working
Be Careful, that stuff is hot!

Wear the leather jacket and apron, as well as the gloves and infrared eye protection.

When You Are Done Working
Leave the work area clean and accessible, even if it was not clean when you got there. Remember, we leave the world a better place for having been there!

How to Report a Problem
If you run into any problems, ask another member (because we teach each other) or send a message to helpme@cyberialtd.org if it is not an emergency. If it is an emergency, contact the Equipment Director or the Facility Director immediately. The contact information can be found at http://clubcyberia.org/Contact
If equipment gets damaged or supplies are running low, submit a trouble Ticket on the website under Membership → Trouble Ticket so that we can get the issue addressed as soon as possible. If the machine will not work, unplug the machine and attach a “Do Not Use” tag from the Safety Equipment cabinet by the door to the Workshop to the electrical plug so that it cannot be used until fixed.
Using the Welder/Plasma Cutter

In the Hot Metal area of the Workshop, we have a TIG Welder, which can also operate as a regular wire fed welder, and a plasma cutter.

**Being Checked Out**
Checkout for the Welding equipment is required to use the welder and plasma cutter. Classes are on a recurring basis every 3 months. Go to [https://clubcyberia.org/Events](https://clubcyberia.org/Events) to find the next class and sign up for it. You must be logged in to the website to sign up for the class.

Experienced Welders may be approved by demonstrating a working knowledge of the equipment and techniques. To schedule a checkout, send us a message at helpme@cyberialtd.org and we will contact you to schedule a time to verify that you can work with the equipment safely.

**Be Advised:** because of the chance of serious bodily harm and damage to the equipment, most of our HelpMe team will not sign people off on the Welding equipment. If no one is available who will do a check out, you will need to take the class to be approved.

**Scheduling Access**
At this time, we do not schedule access to the welder or plasma cutter. They are available on a First Come, First Served basis. We do ask that you plan any welding outside of high traffic times to prevent blinding someone in the Cold metal workshop or balcony.

If you need a Proctor for a Welding Certification, drop us a message helpme@cyberialtd.org and we will contact you to schedule a time to verify that you did the work.

**What are the Costs**
Cyberia will provide Flux Core wire and neutral gas for the welder. If you need a different wire or a different gas than Argon for your project, you will need to provide that.

We collect a fair amount of scrap metal that can be used for practice and possibly you projects, but expect to supply your own.

**Before You Start Working**
Plan your work. Most problems with hot metal cutting can be avoided by simply imagining yourself going through the steps in your mind.

Make sure the work are is clear of all flammable and temperature sensitive objects and debris.

Check all of your safety gear – gloves, mask, and apron for you and curtains and blankets for bystanders

Lay out all of the parts and tools around you, and make sure you can reach them.

Check your safety gear again, right before you start
While You Are Working
Work calm and steady.

Mind the Duty Cycle of your equipment: If it gets too hot, you can burn it out!

Keep your eyes and ears open for changes in the environment that may mean trouble.

If a fire starts, there is an extinguisher on the middle post between the power tools and the sheet metal brake.

When You Are Done Working
Make sure your gas is turned off. If there is still a sound of gas flowing, close the valve on the bottle and notify the Equipment Manager immediately.

If the tank is empty or the wire spool is used up, report that as a Trouble Ticket on the website under Membership→Trouble Ticket so we can replace that.

Leave the work area clean and accessible, even if it was not clean when you got there. Remember, we leave the world a better place for having been there!

How to Report a Problem
If you run into any problems, ask another member (because we teach each other) or send a message to helpme@cyberialtd.org if it is not an emergency. If it is an emergency, contact the Equipment Director or the Facility Director immediately. Their contact information can be found on the website at http://clubcyberia.org/Contact

If equipment gets damaged or supplies are running low, submit a trouble Ticket on the website under Membership→Trouble Ticket so that we can get the issue addressed as soon as possible. If the machine will not work, unplug the machine and attach a “Do Not Use” tag from the Safety Equipment cabinet by the door to the Workshop to the electrical plug so that it cannot be used until fixed.
Using the Vacuum Former (Under Construction)

We are currently building a vacuum former with a large build area. This will allow us to make vacuum formed plastic parts from sheets of Polystyrene up to ¼ inch thick and as big as 25 x 36 inches.

Being Checked Out
We will offer a training class when the build is complete. It is hard to damage a vacuum former with normal use, but severe burns and possibly a fire are possible with improper use.

Scheduling Access
Access is First Come, First Served so scheduling is not required.

What are the Costs
We will supply the machine and electricity, but you will need to carve the bucks and provide the material. There may be times when you will need to make your own tray for the plastic sheets if you are not using a standard sized piece.

Before You Start Working
Place the Buck on the table.
Load the plastic sheet into the tray.
Warm the coils to heat the plastic sheet.
Pump the air out of the tank to prepare the vacuum.

While You Are Working
When the plastic is melted, drop the sheet over the buck, and release the vacuum.
Use a heat gun to make sure the plastic smoothly conforms to the buck.
When the plastic has hardened again, release the vacuum.

When You Are Done Working
Remove the plastic from the tray.
Take the plastic and buck to a workbench away from the vacuum former to separate the two.
Leave the work area clean and accessible, even if it was not clean when you got there. Remember, we leave the world a better place for having been there!
How to Report a Problem
If you run into any problems, ask another member (because we teach each other) or send a message to helpme@cyberialtd.org if it is not an emergency. If it is an emergency, contact the Equipment Director or the Facility Director immediately. Their contact information can be found on the website at http://clubcyberia.org/Contact

If equipment gets damaged or supplies are running low, submit a trouble Ticket on the website under Membership→Trouble Ticket so that we can get the issue addressed as soon as possible. If the machine will not work, unplug the machine and attach a “Do Not Use” tag from the Safety Equipment cabinet by the door to the Workshop to the electrical plug so that it cannot be used until fixed.
Using the Hobby Bench

Being Checked Out
Everything at the Hobby Bench should be fairly well known to most people except the sewing machine and the laminator. If you need instruction in any of the tools or help with a project, send a message to helpme@cyberialtd.org and someone will contact you to schedule a time to get together and work with you to put your project back on track.

Scheduling Access
Access is First Come, First Served so scheduling is not required.

What are the Costs
There are no specific costs for this equipment. If you damage equipment, you may be asked to replace the damaged parts.

Before You Start Working
Clean up your work area, and make sure you have all of your tools and material laid out.
Always approach the area with a plan in hand or in mind. You will always work more efficiently if you have imagined yourself going through all of the steps before you start working.

While You Are Working
Keep the area behind you clear for people moving around the other workbenches.
Keep hot glue guns, glue pots, melted wax and other adhesives away from the edges of the workbench. Otherwise they may get stuck to you or someone who was just passing by.

When You Are Done Working
Leave the work area clean and accessible, even if it was not clean when you got there. Remember, we leave the world a better place for having been there!

How to Report a Problem
If you run into any problems, ask another member (because we teach each other) or send a message to helpme@cyberialtd.org if it is not an emergency. If it is an emergency, contact the Equipment Director or the Facility Director immediately. Their contact information can be found on the website at http://clubcyberia.org/Contact
If equipment gets damaged or supplies are running low, submit a trouble Ticket on the website under Membership→Trouble Ticket so that we can get the issue addressed as soon as possible. If the machine will not work, unplug the machine and attach a “Do Not Use” tag from the tan equipment cabinet by the popcorn machine to the electrical plug so that it cannot be used until fixed.

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Using the Electronics Bench

Being Checked Out
Anyone with electronics experience should be familiar with the equipment. If you are not, or have a doubt about how to use something correctly, ask a member or send a message to helpme@cyberialtd.org and someone will contact you to show you how to use the equipment without breaking anything. Bear in mind that some of that equipment is very easy to use, but it takes a high level of skill to interpret the results. Classes and independent study on electronic theory is recommended.

Scheduling Access
Access is First Come, First Served so scheduling is not required.

What are the Costs
There are no specific costs for this equipment. If you use supplies or damage equipment, you may be asked to replace the used or damaged parts.

Before You Start Working
Make sure you have all of your parts and tools together, and you have a plan of how you will be working.

Make sure that any work or materials from someone else’s project is kept away from yours to prevent accidental damage.

While You Are Working
Be careful of the Hot (with respect to both temperature and current) parts of your project, and mind the input limits on the test equipment.

Don’t eat the solder. Or the Flux.

When You Are Done Working
Return all tools and materials to their proper places.

Make sure all equipment is powered down.

Check that the reflow station has been turned off and the heat gun is pointed up.

Leave the work area clean and accessible, even if it was not clean when you got there. Remember, we leave the world a better place for having been there!

How to Report a Problem
If you run into any problems, ask another member (because we teach each other) or send a message to helpme@cyberialtd.org if it is not an emergency. If it is an emergency, contact the Equipment Director.
or the Facility Director immediately. Their contact information can be found on the website at http://clubcyberia.org/Contact.

If equipment gets damaged or supplies are running low, submit a trouble Ticket on the website under Membership→Trouble Ticket so that we can get the issue addressed as soon as possible. If the machine will not work, unplug the machine and attach a “Do Not Use” tag from the tan equipment cabinet by the popcorn machine to the electrical plug so that it cannot be used until fixed.

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Using the Paint and Finish Room (Under Construction)

We are currently building a small enclosed paint booth in the far back corner next to the wood shop. This will allow us to run mixed paints in a safe, well lighted area away from dust and other people’s projects. While this is being worked on you may still paint items in the corner at the back of the workshop.

Being Checked Out
There is no need to be checked out on the equipment before using the area, so long as you follow the directions. If you need help, send a message to helpme@clubcyberia.org or helpme@cyberialtd.org and someone will contact you to schedule a time to meet with you and help with your issues.

Scheduling Access
Access is First Come, First Served so scheduling is not required. However, because most paints require a few hours to cure scheduling may come into play in the future.

What are the Costs
We will provide the booth, drying rack, sprayer, and air supply. You are expected to provide paint, and cleaner for when you are done. If you damage the equipment through abuse, you may be asked to help replace the damaged equipment.

Before You Start Working
Make sure the drying racks are cleaned off. Otherwise built up paint may loosen in the new paint’s solvent and ruin the finish on your parts.

Assemble the air hose and sprayer, and turn on the switch to make sure the lights and blower are working correctly. DO NOT USE THE BOOTH IF THE AIR FLOW METER READS BELOW 100 FEET PER MINUTE.

Hang or place your parts so that the air flows over them evenly.

Mix or thin your paint as necessary.

While You Are Working
Always use a respirator (not a dust mask) and eye protection when you are in the paint booth.

Always make sure the door is properly closed before spraying.

Let the air continue to flow until the parts have dried.

If you feel light headed or develop a headache, stop spraying and exit the booth immediately.
When You Are Done Working

When you are done spraying, clean out the sprayer and disassemble it to dry.

Make sure all parts are put away in the proper place, and any excess paint or solvent is returned to the yellow Flammables cabinet outside the booth.

Leave the work area clean and accessible, even if it was not clean when you got there. Remember, we leave the world a better place for having been there!

How to Report a Problem

If you run into any problems, ask another member (because we teach each other) or send a message to helpme@clubcyberia.org or helpme@cyberialtd.org if it is not an emergency. If it is an emergency, contact the Equipment Director or the Facility Director immediately. Their contact information can be found on the website at http://clubcyberia.org/Contact

If equipment gets damaged or supplies are running low, submit a trouble Ticket on the website under Membership→Trouble Ticket so that we can get the issue addressed as soon as possible. If the machine will not work, unplug the machine and attach a “Do Not Use” tag from the Safety Equipment cabinet by the door to the Workshop to the electrical plug so that it cannot be used until fixed.
Cyberia LTD. Bylaws

ARTICLE I. NAME OF ORGANIZATION
The name of the organization is Cyberia LTD. henceforth referred to as “the corporation”.

ARTICLE II. CORPORATE PURPOSE
Section 1. Nonprofit Purpose
The corporation is organized exclusively for charitable, educational, and scientific purposes, including but not limited to, such purposes as, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

Section 2. Specific Purpose
The corporation provides an environment suitable for the development, maintenance, and advancement of communities who are interested in researching, teaching, and making in the fields of S.T.E.A.M. (Science, Technology, Engineering, Arts, and Math).
The specific objectives and purpose of the corporation shall be:

1. Provide and maintain a community center conducive to communities.
2. Provide and maintain equipment for communities.
3. Assist in the acquisition of funding for communities.
4. Interact with communities (both internal and external) through education and cultural participation.

ARTICLE III. MEMBERSHIP
Section 1. Eligibility for Membership
Application for membership shall be open to anyone that supports the purpose statement in Article II, Section 2. Membership is granted after completion and receipt of a membership application and dues. All memberships shall be granted upon approval of a board member.

Section 2. Annual Dues
The amount required for annual dues shall be determined by the boards sole discretion. Continued membership is contingent upon being up-to-date on membership dues.

Section 3. Rights of Members
Each member holding a community chairman position shall be eligible to cast a vote in the Community Director Vote.

Section 4. Resignation and Termination
Any member may resign by filing a written or electronic resignation with the secretary. Resignation shall not relieve a member of unpaid dues, or other charges previously accrued. A member can have their membership terminated by a majority vote of the board.

Section 5. Non-voting Membership
The board shall have the authority to establish and define non-voting categories of membership.

**Section 6. Removal of Member**
The president shall have the power to remove rights, privileges, and access of any member at the president’s discretion. At the next meeting called the member may appeal the removal. With the vote of 3/4 of all board members the member shall be permanently removed.

**Section 7. Communities**
Communities are internal groups of members that share a specific common interest among themselves. All members may join a community. Communities and their associated members may receive benefits determined by the Board of Directors. Each community will require a minimum of a chairman, vice-chairman, and three members to be recognized by the corporation.

**Section 8. Community Chairman and Vice-Chairman**
Community chairman and vice-chairman positions are volunteer and filled on a “first come first serve” basis. The board may remove a member from a chairman or vice-chairman position and replace them at any time with a simple majority vote of all board members. The chairman of a community is responsible for leading the community, deciding the direction of the community, and representing the communities members. The vice-chairman is responsible for assisting the chairman and taking his place when requested to do so.

**ARTICLE IV. MEETINGS OF COMMUNITIES**

**Section 1. Regular Meetings**
Regular meetings of the communities shall be held quarterly, at a time and place designated by the Board. At regular meetings the members will discuss old business, share committee reports, and discuss new business.

**Section 2. Annual Meetings**
An annual meeting of the members shall take place in the month of January, the specific date, time and location of which will be designated by the Board. At the annual meeting the members shall elect directors and officers, receive reports on the activities of the association, and determine the direction of the association for the coming year.

**Section 3. Special Meetings**
Special meetings may be called by the Executive Committee or a simple majority of the board. A petition signed by fifty percent (50%) of community chairmen may also call a special meeting.

**Section 4. Notice of Meetings**
Printed notice of each meeting shall be given to each voting member, by mail or electronic methods, not less than two weeks prior to the meeting.

**Section 5. Quorum**
A quorum for a meeting of the members shall consist of at least fifty percent (50)% of the community chairmen.
ARTICLE V. BOARD OF DIRECTORS

Section 1. General Powers
The affairs of the Corporation shall be managed by its Board of Directors. The Board of Directors shall have control of and be responsible for the management of the affairs and property of the Corporation.

Section 2. Number, Tenure, Requirements, and Qualifications
The number of Directors shall be fixed from time-to-time by the Directors but shall consist of no less than three (3) nor more than five (5) including but not limited to the following officers: the President, the Secretary, and the Treasurer. The Community Director Vote is equivalent to a vote of a board member. The Community Director Vote is comprised of all current community chairman and as such, is exempt from election, conflict of relation, term limit, and mandatory meeting attendance. The Community Director Vote shall be decided by a simple majority of those, with voting rights, present at the meeting in which the vote takes place.

The members of the Board of Directors shall, upon election, immediately enter upon the performance of their duties and shall continue in office until their successors shall be duly elected and qualified. All members of the Board of Directors and Advisory Council must be approved by a Community Director Vote. No vote on new members of the Board of Directors, or Advisory Council, shall be held unless a quorum of the Board of Directors is present as provided in Section 6 of this Article. No two members of the Board of Directors related by blood or marriage/domestic partnership within the second degree of consanguinity or affinity may serve on the Board of Directors at the same time.

Each member of the Board of Directors shall be a member of the Corporation whose membership dues are paid in full and shall hold office for up to a three-year term. Newly elected members of the Board of Directors who have not served before shall serve initial one-year terms. At the conclusion of the initial one-year term, members of the Board of Directors may serve additional three year terms. Their terms shall be staggered so that at the time of each annual meeting, the terms of approximately one-third (1/3) of all members of the Board of Directors shall expire.

Each member of the Board of Directors shall attend at least nine (9) monthly meetings of the Board per year.

Section 3. Regular and Annual Meetings
An annual meeting of the Board of Directors shall be held at a time and day in the month of December of each calendar year and at a location designated by the Executive Committee. The Board of Directors may provide by resolution the time and place, for the holding of regular meetings of the Board. Notice of these meetings shall be sent to all members of the Board of Directors no less than ten (10) days, prior to the meeting date.

Section 4. Special Meetings
Special meetings of the Board of Directors may be called by or at the request of the President or any two members of the Board of Directors. The person or persons authorized to call special meetings of the Board of Directors may fix any location, as the place for holding any special meeting of the Board called by them.

Section 5. Notice
Notice of any special meeting of the Board of Directors shall be given at least one (1) days in advance of the meeting by telephone, facsimile or electronic methods or by written notice. Any Director may waive notice of any meeting. The attendance of a Director at any meeting shall constitute a waiver of notice of such meeting, except where a Director attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened. Neither the business to be transacted at, nor the purpose of, any regular meeting of the Board of Directors need be specified in the notice or waiver of notice of such meeting, unless specifically required by law or by these bylaws.

Section 6. Quorum
The presence, in person of a majority of current members of the Board of Directors shall be necessary at any meeting to constitute a quorum to transact business, but a lesser number shall have power to adjourn to a specified later date without notice. The act of a majority of the members of the Board of Directors present at a meeting at which a quorum is present shall be the act of the Board of Directors, unless the act of a greater number is required by law or by these bylaws.

Section 7. Forfeiture
Any member of the Board of Directors who fails to fulfill any of his or her requirements as set forth in Section 2 of this Article by December 1st shall automatically forfeit his or her seat on the Board. The Secretary shall notify the Director in writing that his or her seat has been declared vacant, and the Board of Directors may forthwith immediately proceed to fill the vacancy. Members of the Board of Directors who are removed for failure to meet any or all of the requirements of Section 2 of this Article are not entitled to vote at the annual meeting and are not entitled to the procedure outlined in Section 14 of this Article in these by-laws.

Section 8. Vacancies
Whenever any vacancy occurs in the Board of Directors it shall be filled without undue delay by a majority vote of the remaining members of the Board of Directors at a regular meeting. Vacancies may be created and filled according to specific methods approved by the Board of Directors.

Section 9. Compensation
Members of the Board of Directors shall not receive any compensation for their services as Directors.

Section 10. Informal Action by Directors
Any action required by law to be taken at a meeting of the Directors, or any action which may be taken at a meeting of Directors, may be taken without a meeting if a consent in writing,
setting forth the action so taken, shall be signed by two-thirds (2/3) of all of the Directors following notice of the intended action to all members of the Board of Directors.

**Section 11. Confidentiality**
Directors shall not discuss or disclose information about the Corporation or its activities to any person or entity unless such information is already a matter of public knowledge, such person or entity has a need to know, or the disclosure of such information is in furtherance of the Corporation's purposes, or can reasonably be expected to benefit the Corporation. Directors shall use discretion and good business judgment in discussing the affairs of the Corporation with third parties. Without limiting the foregoing, Directors may discuss upcoming fundraisers and the purposes and functions of the Corporation, including but not limited to accounts on deposit in financial institutions. Each Director shall execute a confidentiality agreement consistent herewith upon being voted onto and accepting appointment to the Board of Directors.

**Section 12. Advisory Council**
An Advisory Council may be created whose members shall be elected by the members of the Board of Directors annually but who shall have no duties, voting privileges, nor obligations for attendance at regular meetings of the Board. Advisory Council members may attend said meetings at the invitation of a member of the Board of Directors. Members of the Advisory Council shall possess the desire to serve the community and support the work of the Corporation by providing expertise and professional knowledge. Members of the Advisory Council shall comply with the confidentiality policy set forth herein and shall sign a confidentiality agreement consistent therewith upon being voted onto and accepting appointment to the Advisory Council.

**Section 13. Parliamentary Procedure**
Any question concerning parliamentary procedure at meetings shall be determined by the President by reference to MIBS Rules SRC3.

**Section 14. Removal.**
Any member of the Board of Directors or members of the Advisory Council may be removed with or without cause, at any time, by vote of three-quarters (3/4) of the members of the Board of Directors if in their judgment the best interest of the Corporation would be served thereby. Each member of the Board of Directors must receive written notice of the proposed removal at least ten (10) days in advance of the proposed action. An officer who has been removed as a member of the Board of Directors shall automatically be removed from office. Members of the Board of Directors who are removed for failure to meet the minimum requirements in Section 2 of this Article in these by-laws automatically forfeit their positions on the Board pursuant to Section 7 of this Article, and are not entitled to the removal procedure outlined in Section 14 of this Article.

**ARTICLE VI. OFFICERS**
The officers of this Board shall be the President, Secretary and Treasurer. All officers must have the status of active members of the Board.
Section 1. President
The President shall preside at all meetings of the membership. The President shall have the following duties:

1. He/She shall preside at all meetings of the Executive Committee.
2. He/She shall have general and active management of the business of this Board.
3. He/She shall see that all orders and resolutions of the Board are brought to the Advisory council.
4. He/She shall have general superintendence and direction of all other officers of this corporation and see that their duties are properly performed.
5. He/She shall submit a report of the operations of the program for the fiscal year to the Board and members at their annual meetings, and from time to time, shall report to the Board all matters that may affect this program.
6. He/She shall be Ex-officio member of all standing committees and shall have the power and duties usually vested in the office of the President.

Section 2. Secretary
The Secretary shall attend all meetings of the Board and of the Executive Committee, and all meetings of members, and assisted by a staff member, will act as a clerk thereof. The Secretary's duties shall consist of:

1. He/She shall record all votes and minutes of all proceedings in a book to be kept for that purpose. He/She in concert with the President shall make the arrangements for all meetings of the Board, including the annual meeting of the corporation.
2. Assisted by a staff member, he/she shall send notices of all meetings to the members of the Board and shall take reservations for the meetings.
3. He/She shall perform all official correspondence from the Board as may be prescribed by the Board or the President.

Section 3. Treasurer
The Treasurer's duties shall be:

1. He/She shall submit for the Finance and Fund Development Committee approval of all expenditures of funds, proposed capital expenditures (equipment, furniture, etc.), by the staff of the agency.
2. He/She shall present a complete and accurate report of the finances raised, at each meeting of the members, or at any other time upon request to the Board.
3. He/She shall have the right of inspection of the funds including budgets and subsequent audit reports.
4. It shall be the duty of the Treasurer to assist in direct audits of the funds of the program according to funding source guidelines and generally accepted accounting principles.
5. He/She shall perform such other duties as may be prescribed by the Board or the President under whose supervision he/she shall be.

Section 4. Election of Officers
The Nominating Committee shall submit at the meeting prior to the annual meeting the names of those persons for the respective offices of the Board. Nominations shall also be received from the floor after the report of the Nominating Committee. The election shall be held at the annual meeting of the Advisory Board. Those officers elected shall serve a term of one (1) year, commencing at the annual meeting. Officers shall be eligible to succeed themselves in their respective offices for two (2) terms only.

Section 5. Removal of Officer
The Advisory council with the vote of 3/4 of all board members may remove any officer of the Board of Directors and elect a successor for the unexpired term. No officer of the Board of Directors shall be expelled without an opportunity to be heard and notice of such motion of expulsion shall be given to the member in writing ten (10) days prior to the meeting at which motion shall be presented, setting forth the reasons of the Board for such expulsion.

Section 6. Vacancies
The Nominating Committee shall also be responsible for nominating persons to fill vacancies which occur between annual meetings, including those of officers. Nominations shall be sent in writing to members of the Board at least two (2) weeks prior to the next meeting at which the election will be held. The persons so elected shall hold membership or office for the unexpired term in respect of which such vacancy occurred.

ARTICLE VII. COMMITTEES
Section 1. Committee Formation
The board may create committees as needed, such as fundraising, housing, public relations, data collection, etc. The President appoints all committee chairs.

Section 2. Executive Committee
The president is the chair of the executive committee. The Chief Operating Officer is the vice-chair of the executive committee. Any member of the corporation with voting rights may serve on the executive committee. The executive committee’s purpose is to run the day to day operations of the corporation as determined by the Board.

Section 3. Finance Committee
The treasurer is the chair of the Finance Committee. The Chief Financial Officer is the vice-chair of the finance committee. The Finance Committee is responsible for developing and reviewing fiscal procedures, fundraising plans, and the annual budget with staff and other board members. The board must approve the budget and all expenditures must be within budget. Any major change in the budget must be approved by the board or the Executive Committee. The fiscal year shall be the calendar year. Annual reports are required to be submitted to the board showing income, expenditures, and pending income. The financial records of the corporation are public information and shall be made available to the membership, board members, and the public.

ARTICLE VIII. CORPORATE STAFF
Section 1. Staff Positions
The board may create and hire staff positions as needed, such as fundraiser, building manager, marketing manager, etc. The employee may not be related by blood or marriage/domestic partnership within the second degree of consanguinity or affinity to any member of the Board of Directors or Advisory Council. The employee may be hired at any meeting of the Board of Directors by a majority vote and shall serve until removed by the Board of Directors upon an affirmative vote of three-quarters (3/4) of the members present at any meeting of the Board Directors. Such removal may be with or without cause. Nothing herein shall confer any compensation or other rights on any employee, who shall remain terminable at will, as provided in this Section.

Section 2: Chief Operating Officer
The Board of Directors may hire an Chief Operating Officer who shall serve at the will of the Board. The Chief Operating Officer shall have immediate and overall supervision of the operations of the Corporation, and shall direct the day-to-day business of the Corporation, maintain the properties of the Corporation, hire, discharge, and determine the salaries and other compensation of all staff members under the Chief Operating Officer’s supervision, and perform such additional duties as may be directed by the Executive Committee or the Board of Directors. No officer, Executive Committee member or member of the Board of Directors may individually instruct the Chief Operating Officer or any other employee. The Chief Operating Officer shall make such reports at the Board and Executive Committee meetings as shall be required by the President or the Board. The Chief Operating Officer shall be an ad-hoc member of all committees.

The Chief Operating Officer may not be related by blood or marriage/domestic partnership within the second degree of consanguinity or affinity to any member of the Board of Directors or Advisory Council. The Chief Operating Officer may be hired at any meeting of the Board of Directors by a majority vote and shall serve until removed by the Board of Directors upon an affirmative vote of three-quarters (3/4) of the members present at any meeting of the Board Directors. Such removal may be with or without cause. Nothing herein shall confer any compensation or other rights on any Chief Operating Officer, who shall remain an employee terminable at will, as provided in this Section.

Section 3: Chief Financial Officer
The Board of Directors may hire an Chief Financial Officer who shall serve at the will of the Board. The Chief Financial Officer shall have immediate and overall supervision of the budget, the financial operations of the Corporation, and perform such additional duties as may be directed by the Executive Committee or the Board of Directors. No officer, Executive Committee member or member of the Board of Directors may individually instruct the Chief Financial Officer or any other employee. The Chief Financial Officer shall make such reports at the Board and Executive Committee meetings as shall be required by the President or the Board.

The Chief Financial Officer may not be related by blood or marriage/domestic partnership within the second degree of consanguinity or affinity to any member of the Board of Directors or Advisory Council. The Chief Financial Officer may be hired at any meeting of the Board of Directors by a majority vote and shall serve until removed by the Board of Directors upon an
affirmative vote of three-quarters (3/4) of the members present at any meeting of the Board Directors. Such removal may be with or without cause. Nothing herein shall confer any compensation or other rights on any Chief Financial Officer, who shall remain an employee terminable at will, as provided in this Section.

ARTICLE IX. – Conflict of Interest and Compensation

Section 1: Purpose
The purpose of the conflict of interest policy is to protect this tax-exempt corporation’s interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the corporation or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

Section 2: Definitions

1. Interested Person
   Any director, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.

2. Financial Interest
   A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

   1. An ownership or investment interest in any entity with which the corporation has a transaction or arrangement,
   2. A compensation arrangement with the corporation or with any entity or individual with which the corporation has a transaction or arrangement, or
   3. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the corporation is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. A person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

Section 3. Procedures

1. Duty to Disclose. In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.

2. Determining Whether a Conflict of Interest Exists. After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.
3. Procedures for Addressing the Conflict of Interest

1. An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.

2. The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.

3. After exercising due diligence, the governing board or committee shall determine whether the corporation can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.

4. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the corporation’s best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.

4. Violations of the Conflicts of Interest Policy

1. If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.

2. If, after hearing the member’s response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

Section 4. Records of Proceedings
The minutes of the governing board and all committees with board delegated powers shall contain:

1. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing board’s or committee’s decision as to whether a conflict of interest in fact existed.

2. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

Section 5. Compensation
1. A voting member of the governing board who receives compensation, directly or indirectly, from the corporation for services is precluded from voting on matters pertaining to that member’s compensation.

2. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the corporation for services is precluded from voting on matters pertaining to that member’s compensation.

3. No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the corporation, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

4. Physicians who receive compensation from the corporation, whether directly or indirectly or as employees or independent contractors, are precluded from membership on any committee whose jurisdiction includes compensation matters. No physician, either individually or collectively, is prohibited from providing information to any committee regarding physician compensation.

Section 6. Annual Statements
Each director, principal officer and member of a committee with governing board delegated powers shall annually sign a statement which affirms such person:

1. Has received a copy of the conflicts of interest policy,
2. Has read and understands the policy,
3. Has agreed to comply with the policy, and
4. Understands the corporation is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

Section 7. Periodic Reviews
To ensure the corporation operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

1. Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm’s length bargaining.

2. Whether partnerships, joint ventures, and arrangements with management corporations conform to the corporation’s written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

Section 8. Use of Outside Experts
When conducting the periodic reviews, the corporation may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted.
ARTICLE X. INDEMNIFICATION

Section 1. General
To the full extent authorized under the laws of the federal government, the corporation shall indemnify any director, officer, employee, or agent, or former member, director, officer, employee, or agent of the corporation, or any person who may have served at the corporation’s request as a director or officer of another corporation (each of the foregoing members, directors, officers, employees, agents, and persons is referred to in this Article individually as an “indemnitee”), against expenses actually and necessarily incurred by such indemnitee in connection with the defense of any action, suit, or proceeding in which that indemnitee is made a party by reason of being or having been such member, director, officer, employee, or agent, except in relation to matters as to which that indemnitee shall have been adjudged in such action, suit, or proceeding to be liable for negligence or misconduct in the performance of a duty. The foregoing indemnification shall not be deemed exclusive of any other rights to which an indemnitee may be entitled under any bylaw, agreement, resolution of the Board of Directors, or otherwise.

Section 2. Expenses
Expenses (including reasonable attorneys’ fees) incurred in defending a civil or criminal action, suit, or proceeding may be paid by the corporation in advance of the final disposition of such action, suit, or proceeding, if authorized by the Board of Directors, upon receipt of an undertaking by or on behalf of the indemnitee to repay such amount if it shall ultimately be determined that such indemnitee is not entitled to be indemnified hereunder.

Section 3. Insurance
The corporation may purchase and maintain insurance on behalf of any person who is or was a member, director, officer, employee, or agent against any liability asserted against such person and incurred by such person in any such capacity or arising out of such person’s status as such, whether or not the corporation would have the power or obligation to indemnify such person against such liability under this Article.

ARTICLE XI. BOOKS AND RECORDS
The corporation shall keep complete books and records of account and minutes of the proceedings of the Board of Directors.

ARTICLE XII. DISSOLUTION
If the corporation is forced to dissolve due to bankruptcy, court order, or planned dissolution the remaining assets and funds of the corporation will be dispersed to a 501(c3) organization with similar purpose as determined by the board of directors as mandated by State and Federal law.

ARTICLE XIII. AMENDMENTS
Section 1. Articles of Incorporation
The Articles may be amended in any manner at any regular or special meeting of the Board of Directors, provided that specific written notice of the proposed amendment of the Articles setting forth the proposed amendment or a summary of the changes to be affected thereby
shall be given to each director at least three days in advance of such a meeting if delivered personally, by facsimile, or by electronic methods or at least five days if delivered by mail. All amendments of the Articles shall require the affirmative vote of an absolute majority of directors then in office.

Section 2. Bylaws

The Board of Directors may amend these Bylaws by majority vote at any regular or special meeting. Written notice setting forth the proposed amendment or summary of the changes to be affected thereby shall be given to each director within the time and the manner provided for the giving of notice of meetings of directors.
Consent, Indemnity and Liability Release

I request Cyberia LTD. (dba “Club Cyberia”) And their affiliates (Collectivity, “Cyberia LTD”) to provide me access to their premises, for the purpose of participating in activities. In consideration for this privilege and other good and valuable consideration, I, the undersigned, for myself and heirs, assign and personal representatives, do hereby agree to the following:

I understand that my presence on the premises of Cyberia LTD and or my participation in any events can expose me to dangers both from known risks and unanticipated risks. Acknowledging that such risks exist, I assume these risks including the risk of negligent conduct. I recognize that negligent conduct can cause property damage and personal injury including serious injury or death. I also recognize that my injuries and/or damages may be caused, increased or compounded by negligent rescue operations or procedures.

I hereby waive, release, discharge, and covenant not to sue Cyberia LTD or their agents, employees, officers, members, directors, sponsors, agencies, subsidiaries, affiliates, heirs, executors, or beneficiaries (the “Release Parties”), from and against any and all claims, cause of action, liability, injuries, demands, losses, damages, or expenses of any kind arising out of any condition on the premises of Cyberia LTD, while operating vehicles for the purpose of Cyberia LTD, my participation, or the conduct of any person in connection with the preparation for, supervision of, or conduct of any activity related in any manner to Cyberia LTD. I am specifically releasing the Released Parties, individually and collectively, for their negligence in any form. I AGREE AND UNDERSTAND THAT IF INJURED OR PROPERTY IS DAMAGED I HAVE NO RIGHT TO MAKE A CLAIM OR FILE A LAWSUIT AGAINST THE RELEASED PARTIES EVEN IF THEY CAUSED MY INJURY OR DAMAGES BY THEIR NEGLIGENCE.

I agree to abide by the rules, regulations and policies of Cyberia LTD at all times while I am on the premises of Cyberia LTD. I also agree to use the facilities, tools, and materials in a safe way.

I agree to indemnify and hold harmless the Released Parties from all lawsuits, claims, damages, costs, and attorneys’ fees which arise out of my presence on the premises of Cyberia LTD or out of any violations of this Agreement by me, my child, my agent or my representative. This provision will apply regardless of whether or not the lawsuit, claim, damages, costs and/or attorneys’ fees arise out of negligence of any of the Released Parties.

I agree that Cyberia LTD and its successors and assigns shall have the right to exploit any and all photographs, video reproductions, audio reproductions, films, motion pictures, and other reproductions or depictions of Cyberia LTD, it’s premises, and any portion thereof, including without limitation descriptions, pictures, likenesses, images, name and sound of me alone or with other persons, through any and all media whether now known or hereafter discovered, and all rights to copyright, reproduce, distribute, display, perform, sell, license, or otherwise dispose of same for any purpose whatsoever. I also grant to Cyberia LTD a nonexclusive, perpetual license to use my rights of publicity (or similar), and full permission to any and all uses of my likeness, including photographs and videotape for publicity and advertising purposes without compensation.

I accept total responsibility for myself and my actions.

Participant Name:_____________________________________ Date of Birth: __________
Signature: ____________________________________________ Date: ___________________

*Signatory must be 18 years of age or older, or be signed by their parent / guardian*
Club Cyberia Member Agreement  
Version 1.2 11/01/2016

**General Rules**
I have read and agree to uphold the bylaws, attitudes, and goals of Cyberia, LTD.

I will treat all members, guests, and even interlopers with dignity, courtesy, and respect regardless of any other reason. Be excellent to each other!

I understand that Cyberia Makerspace and Cyberia Workshop are collaborative spaces for community benefit. I will not monopolize the facility or equipment for commercial ventures or use it for malicious purposes.

I understand that failure to uphold this agreement may result in my membership termination.

Should a member have their membership terminated they will be refunded his prepaid dues minus any fees for cleaning or damages.

If I run into trouble, I will ask for help. If someone looks to be having trouble, I will ask if they need help.

**Use of Tools**
I agree to abide by all posted safety rules and take all appropriate safety precautions while in Cyberia Makerspace or Cyberia Workshop.

I understand the access to certain pieces of equipment including, but not limited to, the band saw, table saw, and lathe, is not recommended until I have received safety and basic usage training from a qualified member of the organization.

I understand that access to certain pieces of equipment is restricted, including but not limited to the 3-D printers, welder, and CNC router. I will not use this equipment until I have received safety and basic usage training from a qualified instructor approved by Cyberia LTD.

I understand that at no time may I take anyone else’s equipment, including Cyberia LTD’s equipment, off-site.

I understand that certain pieces of equipment are the personal property of other members. These items are expressly marked with that member’s name. I may not use this equipment without the owner’s direct permission.

**Guests**
I understand that if I bring guests into the space, I am responsible for my guests.

I understand that I must directly supervise all my guests at all times that the guests are in Cyberia Makerspace or Cyberia Workshop.

I understand that my guests must sign the liability release form before they can do any work at Cyberia Makerspace or Cyberia Workshop. Signing up online and agreeing to the liability release form will be considered the same as signing a paper copy.
Access Control
I understand that the security cameras and door locks are there to protect the Cyberia Makerspace, Cyberia Workshop, its members and its assets. I will not attempt to modify, tamper with, adjust or disable them without permission.

I understand that I am responsible for controlling access to Cyberia Makerspace and Cyberia Workshop. I may not admit anyone to the space who is not my guest. I may not give my key or passcode to anyone else.

Cleanup
I understand that I am responsible vacuuming or sweeping the space I use before I leave.

I understand that I am responsible for taking out garbage in the space I use before I leave.

I understand that I must restore Cyberia Makerspace or Cyberia Workshop to a clean state before I leave, even if it was messy when I got there.

If I leave a mess or fail to put away tools and materials and someone has to clean up for me, I will be subject to a $10 fee.

Personal Equipment
I understand that I can leave my materials and tools at Cyberia Workshop in areas allocated for my use.

I understand that I must label my materials and tools before leaving them at Cyberia Workshop.

I understand that Cyberia LTD is not responsible for lost or stolen tools or materials.

Participant Name: ____________________________ Date of Birth: _________
Signature: ____________________________ Date: __________________

*Signatory must be 18 years of age or older, or be signed by their parent / guardian*
Indianapolis’ **PREMIERE** Makerspace