



BRIDGEWIRE POLICY MANUAL

Abstract

This document is one of a set of documents which govern Bridgewire, Inc.

The Hierarchy is:

1. Articles of Incorporation (Controlled by Member votes)
2. Bylaws (Controlled by Member votes)
3. Policy Manual (Controlled by Board of Director votes)

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1. MISSION STATEMENT

As stated in our Bylaws: “Bridgewire is organized exclusively for charitable, educational, scientific, and recreational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding section of any future United States Internal Revenue law). Its mission is to foster a collaborative environment wherein people can explore and create intersections between technology, science, art, and culture.

2. MEMBERSHIP

2.1. Membership Classes

2.1.1. REGULAR MEMBERS

A regular member has the right to one vote which may be exercised if they are in “good standing” with the organization. They may also obtain director or officer positions if they are in “good standing” and fully admitted as members.

2.1.2. SUPPORTING MEMBERS

A supporting member has no voting rights and can not be a director.

2.2. Eligibility and Admission

An applicant shall be admitted on a trial basis so long as they meet the requirements listed in this section. After a 90 day probationary period the Board shall review the member applicant and either fully admit, extend the probation, or expel the member.

- An applicant must support the purpose and specific goals of the organization and must pay the monthly membership fee.
- An applicant must also provide government issued photo identification to a member of the board of directors or officer at the time of payment of the first membership fee, and provide an electronic mail address for receiving official notifications.
- An applicant must complete all required sections of the application form and sign a waiver.
- Membership shall be open to any natural person not expelled from the corporation under the terms of this Policy Manual, or otherwise disqualified by the terms of the Bylaws.

2.3. Membership Rights and Privileges

All members enjoy the following privileges:

- A key or other method of entry to the physical workspace.
- Twenty-four hour access to the physical workspace.
- A single storage cabinet when available. (Family must share single)
- Access to storage spaces when available.
- Bridgewire is under 7/24 video recording to ensure the safest and most secure environment for our members.

Regular Members enjoy the additional privileges:

- Eligibility to vote on any issue put before the membership and to vote for directors.
- The right at any reasonable time to inspect the physical properties of the corporation.

2.4. Membership Fees

Bridgewire offers several membership options designed to meet your needs and ensure members pay the fair share of their impact on the equipment and space provided. All

memberships and rentals can be cancelled at anytime, with the balance of the plan remaining active until the end of its term.

2.4.1. MEMBERSHIP TYPES

- Individual Membership – A regular membership.
- Family Membership – This includes a regular membership and supporting memberships for those family members (living in the same house) as the regular member.
- Student Membership – This is a discounted supporting membership.
- Daily Membership – This is a single day Guest membership with no rights to operate machinery but with rights to use tools.

2.4.2. FEE SCHEDULE

Membership Options and Fees	Rate
Individual – 1 Month non-recurring	\$70/mo.
Individual – Monthly Recurring Autopay or AutoCheck	\$50/mo.
Individual- Annual non-recurring	\$500/yr.
Family – 1 Month non-recurring	\$90/mo.
Family – Monthly Recurring Autopay or AutoCheck	\$75/mo.
Family – Annual non-recurring	\$750/yr.
Student – Monthly Recurring Autopay	\$35/mo.
Legacy Members – Monthly Recurring Autopay	\$45/mo.
Legacy Family – Monthly Recurring Autopay	\$70/mo.
Daily Guest Membership – 1 Day non-recurring	\$10/day

Discounts and specials are available from time to time and based on payment method.

2.4.3. EQUIPMENT USE FEES

Some equipment has a high cost of operation and maintenance. Therefore a use fee may be charged on some equipment to fund a maintenance account.

2.4.4. RENTAL FEES

Generally, no items at Bridgewire are for rent. However, the board may specify items or spaces which may be rented to generate revenue for improvements and expansion of the organization.

2.5. Members Resignation, Suspension, or Expulsion

2.5.1. RESIGNATION

Members resign membership by not paying their Member’s dues on time. Directors and Officers are also required to follow the additional terms of the Bylaws.

Members are required to clear out their lockers and remove personal tools and project materials by the end of 30 days from resignation. All personal property left after 90 days from resignation will be considered abandoned property. The exception is items on lease.

The members must follow the terms of the lease agreement for any equipment leased to Bridgewire.

2.5.2. SUSPENSION

In the event of a member's suspension per the terms of the Bylaws, the following will occur.

1. Keycard will be surrendered to a director or officer immediately. If this does not occur, the Keycard will be shutoff.
2. Suspended Members are only allowed on premises in the presence of a director or officer. They are only permitted on premises to obtain personal property or for a Suspension Review with the Board of Directors.
3. A Suspension Review will be scheduled and held within 15 days and the Suspended Member has the option of attending the meeting. The Board will pass judgement on events that led to the suspension.
4. The Judgement will usually be one of the following, but may deviate at the boards discretion:
 - No fault found on the part of the Member. Member's dues will be refunded for the suspension period and returned to Full Membership. Investigation on the actions of the director/officer which led to suspension will be launched by Board.
 - Member is found to be at fault and placed on Probation. Member's dues will NOT be refunded for the suspension period. Probation entails that the member understands the error of their actions and will work on a recommended improvement plan to avoid future conflicts. The membership type will be reverted to a Supporting Member status for a probationary period of 90 days. The Board will review progress on the Improvement Plan at each board meeting and pass a new judgement for the member at anytime. If the member meets the requirements of the Improvement plan to the satisfaction of the Board, full membership will be reinstated and probation lifted.
 - Member is found to be at fault and Expelled from Bridgewire. Member's dues will NOT be refunded for the suspension period and for all forward payments made. This occurs when the member does not agree to the conditions of Probation or the Board deems the member's action to be egregious.

2.5.3. EXPULSION

An expulsion is permanent. However, after one year the expelled member may petition the Board once a year to have the expulsion set aside and be readmitted as a Member.

When a member is expelled from Bridgewire they are expected to obey the following:

- Expelled members are required to clear out their lockers and remove personal tools and project materials within 7 days after expulsion. Any remaining personal property will be subject to our abandoned property policy. The exception is items on lease.

- The expelled members must follow the terms of the lease agreement for any equipment leased to Bridgewire.
- The expelled member is not allowed to be a Guest at Bridgewire or visit except to drop-off or pickup another member.

3. MEMBERSHIP BEHAVIOR AND RESPONSIBILITIES

Be Excellent to each other. We want Bridgewire to be a safe, pleasant, and inviting environment that encourages and fosters socialization for its members. In order to achieve this, members must follow basic social norms and community behaviors. Violating the rules or policies set forth in this document could result in your suspension or expulsion from Bridgewire.

3.1. Member Appropriate Behavior

3.1.1. ZERO TOLERANCE BEHAVIOR

Bridgewire has a zero-tolerance policy against the following: acts of violence, theft, physical and verbal threats, fraud, illegal activities, use of equipment while intoxicated, intentional deception to a Bridgewire officer or board member, and disregard of any published or posted Bridgewire rules. These acts are grounds for immediate suspension and reviewable for expulsion from Bridgewire.

3.1.2. PROPER USE OF EQUIPMENT AND THE SHOP FACILITIES

Members must not engage in activities which will damage property including the facility, tools, and equipment. This includes overspray, spillage, contamination, and the usage of equipment that may cause damage.

3.1.3. FOLLOW BRIDGEWIRE OFFICER AND BOARD MEMBER INSTRUCTIONS

Instructions given to you by Bridgewire officers or board members must be followed without hesitation. Instructions and procedures for shop usage are given to protect you, other people, and the workshop, and must be followed immediately.

3.1.4. DO NOT GIVE UNSOLICITED ADVICE TO ANY PERSON IN BRIDGEWIRE.

If they actively seek your advice, then you are more than welcome to give them all the advice you want. Please realize that some people do not want to be interrupted. Safety is the exception to this rule. You do not need anyone's permission to inform someone that they are doing something unsafe or that can potentially damage equipment.

3.1.5. EVERYONE IS ON OUR SECURITY TEAM.

If you see someone you don't recognize, please take the time to introduce yourself and direct them as needed. Report unsafe practices and illegal activities.

3.1.6. COMMUNITY MAINTENANCE AND CLEANING

Beyond cleaning up after yourself, all members are encouraged to put time into maintaining and cleaning the facility (i.e. bathrooms, trash, vacuum, general cleaning).

3.1.7. RESTRICTIONS ON UNDER AGE OF 18

No one under the age of 18 may use the Bridgewire facilities unless accompanied by a parent or guardian. Minors must be in the presence of their parent or guardian at all times.

3.2. Appropriate Tool and Machine Use

3.2.1. WHO CAN USE BRIDGEWIRE TOOLS, EQUIPMENT, AND MATERIALS

Only current members or persons attending a class may use tools, equipment, and materials at Bridgewire. A current member is a person who has paid for a daily, monthly, yearly, or lifetime access pass, and their access has been activated and has not yet expired

3.2.2. OBEY SIGNS AND MACHINE INSTRUCTIONS

You must comply with all posted signs and instructions, and observe ratings of machines and equipment. If you use a machine or equipment, you are responsible for verifying the ratings for the machine before you use it. If your use exceeds the ratings and the machine is damaged, you will be billed for the repairs.

3.2.3. RETURN TOOLS PROMPTLY TO WHERE THEY BELONG.

Do not hog or hoard tools. Take only the specific tools that you will actually use. Damaged equipment and tools action

Red tag any damaged machines and unplug. Notify a Bridgewire Officer or Director of the problem.

3.3. Managing your projects and materials

3.3.1. FOLLOW PROJECT TABLE TIME AND SPACE GUIDELINES

All projects, materials, tools, and work areas must be cleaned and put away after each project period. All members are expected to respect the shop! Put away all tools and supplies, and leave the area cleaner than it was when you found it. If you encounter an area that is messy before you start to use it, be sure to report the mess, or you will be held responsible. If a work area has a posted standard such as a checklist or a photograph, be sure you clean the area up to or beyond that standard before you leave.

3.3.2. CLEAN UP DURING YOUR PROJECT

If you don't have time to clean up during your project period at the end of each day, you don't have time to work on your project. No garbage, no bottles, no food wrappers, and no mess from your project. There is no cleaning staff or paid staff of any kind. It is important that every member leave the shop in BETTER CONDITION than when they arrived.

3.3.3. LABEL YOUR PROPERTY/PROJECTS

If you must leave personal property of project materials at Bridgewire, mark each item with your name, phone number, and start date of project. Any unmarked personal items are subject to our abandoned property policy and may be moved into storage.

3.4. Financial Responsibility

3.4.1. REPLACE DAMAGED TOOLS

The Tools and Machines should be durable if used properly. If you use a tool and damage or break the tool you are expected to replace the tool with another of equivalent value and quality. If a machine is damaged while you are using it, you should make arrangements with Bridgewire Officers to schedule and pay for repairs to the equipment.

3.4.2. NOTIFY OF DAMAGED TOOLS OR EQUIPMENT

Many machines in the shop have consumable parts which require replacement, sharpening, and/or cleaning in order to operate properly. These items are not your responsibility to replace. If the consumable is used up, remove it from duty and dispose of the item. Excessive use or abuse of the consumable may require the user to replace the item.

4. GUEST RULES

Bridgewire welcomes guests to learn about our mission and the benefits of membership. However, guests are very limited in what they can do while visiting.

4.1. Waiver and Acknowledgement of Rules

Any person (GUEST) who is not an active member entering the workshop area MUST sign a waiver and Acknowledgement of Rules (AOR) witnessed by another Bridgewire member. Forms are forwarded to the Secretary for retention.

4.2. Guest Restrictions

4.2.1. TOOL AND EQUIPMENT RESTRICTIONS

Guests of members visiting to help a member with their project are permitted in the shop if they do not use tools, equipment, or materials at Bridgewire. Any such activity requires them to join Bridgewire and obtain at least an Individual or Daily Guest Membership. Members who bring guests into the workshop area are responsible for the behavior of their guests.

4.2.2. TOOL AND EQUIPMENT USE IN CLASSES

Guests attending a class may use tools, equipment, and materials at Bridgewire as it relates to the class. These Guests may only use the items for the duration of the class while the instructor is present. Instructors are responsible for their students behavior.

4.2.3. INSTRUCTOR ATTENDANCE

Instructors of classes must be in attendance for all their guest students. If the instructor must leave before the specified end of the class, Guests must leave the premises.

5. SAFETY

Bridgewire is striving to be as safe a place as possible for its members. All members must comply with all procedures, protocols, and policies when working at Bridgewire. This is for everyone's safety and for the continued success of Bridgewire!

5.1. Safety Training

5.1.1. MACHINES REQUIRING TRAINING BEFORE USE

Training is required before you can use certain machines. Any device that is potentially dangerous to you or others, or that can be damaged by incorrect use, requires training. Any training you may have received outside of Bridgewire is useful, but does not qualify as a check out. Only specified Bridgewire members may qualify other members for operation. For a list of tools and machines which require operation qualification, refer to the Bridgewire Equipment List.

5.1.2. ASK FOR SAFETY TRAINING

If you don't know how to use a tool safely, ask someone. If there isn't anyone to ask, don't guess. Your fingers and eyes will not grow back. It is your responsibility to ensure you are properly trained before using equipment. Just because another member showed you how to use a tool does NOT necessarily mean that you have been taught how to use it safely, always make sure you FULLY understand how to use a tool BEFORE you use it.

5.2. Safety Equipment

5.2.1. PERSONAL PROTECTIVE EQUIPMENT (PPE)

This equipment must be worn at all times in areas designated with signs, or when there is a risk of possible flying materials. It is your responsibility to become familiar with and use the correct Personal Protective Equipment (PPE), such as ear plugs, safety glasses, gloves, closed-toed shoes, etc. for the job you are working on.

5.3. General Safety Practices

5.3.1. REPORT SAFETY ISSUES

Report all safety and rule violations, and unsafe shop conditions, to a Bridgewire officer or board member immediately. If there is an urgent safety violation, ask the person to stop what they are doing so you can ask a Bridgewire Officer or Board Member to review the operation. Report any problems with machines, equipment, or tools to a Bridgewire Officer or Board Member.

5.3.2. DON'T DISTRACT OTHERS USING TOOLS OR MACHINES

Do not distract, approach, or talk to any person when they are using a tool or machine. Many accidents happen because an operator is distracted. Wait out of sight until the person is finished using the equipment before you make contact with him or her. The exception to this rule is when there is an immediate safety concern that cannot wait until the person is finished. In that case you must interrupt the person as safely as possible and immediately make them aware of the safety concern.

5.3.3. POWER DOWN AND RETURN TO SAFE POSITION UNATTENDED MACHINES

Never leave a machine unattended while it is powered up. Equipment can cause injury to people and damage to the machine if left unattended. Exceptions are made for certain machines with permission from a Bridgewire Officer or Board Member.

5.4. Injuries

5.4.1. REPORT ALL INJURIES

No matter how minor an injury, notify a Bridgewire officer or board member immediately. Assist with emergencies first, such as fire or administering first aid, before reporting the event.

5.5. Emergency Procedures and Contact Numbers

5.5.1. EMERGENCY CONTACT NUMBERS

These phone contact numbers must be 24hr access. They will be reviewed at least annually by the board to ensure they are up to date and valid

Fire, Medical, Police: 911

American Association of Poison Control Centers: 1-(800) 222-1222

NV Energy (Gas Emergency): (775) 834-4100 or 1-(800) 962-0399

Facilities Problem (water, roof, security): Contact Officer/Director

5.5.2. BOARD AND OFFICER CONTACTS

The Board is required to update and post a list of officers and directors with contact phone numbers and other social media info at Bridgewire for all members to have easy access to. In the event you need to contact an officer or board member, contact the member from the posted list. For an emergency, start at the top of the list until you reach a live person, so we can address the issue immediately.

6. MATERIAL PROPERTY

Material property is both equipment and materials which may be Bridgewire, Personal, or Leased Equipment.

6.1. Bridgewire Property

All property will be available to all members for use at Bridgewire.

All Bridgewire property will be marked in some way. Items will either have an Asset Tag and be listed on the Bridgewire Equipment List or be partially colored with a Bridgewire designated color (Candy Pink or Magenta).

Any equipment which is broken needs to be RED TAGGED and any broken tools need to be placed in the Broken Tool Bin (never throw away in the trash). Notify an officer or director of any RED TAGGED items.

No property may be disposed, repurposed, or harvested for parts without the Board approval unless otherwise noted or tagged (woodpile).

Any property which is used excessively or abused by a single member requires that the member refurbish the equipment or replace the tool or consumable elements.

6.2. Members Personal Property

6.2.1. PERSONAL TOOLS, MATERIALS, AND COMPUTER FILES

Any tools, equipment or material brought in by a member is their property and responsibility. They are responsible to remove all their computer files from Bridgewire computers and store on their own flash drives. No personal folders may be created on Bridgewire computers or equipment.

6.2.2. FREE MEMBER STORAGE SPACE

- Cabinets – Specified storage cabinets with doors. No lock may be added. Each member is entitled to use a single cabinet based on availability and duration of continuous membership. If membership lapses for more than 30 days, the personal property in the cabinet may be removed and stored. The property is subject to the abandoned property policy.
- Project Storage Space – These are areas sectioned off for project materials and storage for projects, which are associated with project tables/areas. The storage space may be used for a time coinciding with the use of the project table/area.
- Project Tables – While a project is active, the table/area may be used to store materials, personal tools, and equipment in accordance with the policy on Managing your projects and materials.
- Common/Public Materials Storage – These are areas which include the common wood, metal, plastic, or other material area storage racks. Members may store their materials for up to 3 months in these areas, if space is available. Personal material must be marked with name and start date. Materials in this area are not secure.

- Project materials should be actively used in a project and can not be stored for future projects or delayed. (put on hiatus)
- Storage Tubs – Additional storage space is available in tubs which are located above the cabinets. Each member may use up to 2 tubs for a time coinciding with active projects only.

6.3. Donations

Bridgewire has a continual need to acquire equipment and materials. If anyone has equipment or materials that they would like to donate, they are encouraged to determine if Bridgewire has a current need for it.

6.3.1. RECEIVING PROCESS

Items on the Bridgewire Wish list have the highest priority.

Must get an officer approval before bringing it in.

Items brought in will be placed in a holding area for evaluation.

If the item is already here (such as a members personal property), it will be subject to normal donation or lease process steps.

6.3.2. EVALUATION PROCESS

The date the items is brought in must be recorded on the item.

The Board or facilities committee will review the item.

6.3.3. DISPOSITION AND RESULTING ACTION

The Facilities committee will make final decision with board concurrence. Approval will result in full transfer of the property to Bridgewire. Bridgewire will provide a receipt.

Items not accepted need to be removed within a week, otherwise the item will be considered abandoned property.

6.4. Leasing Equipment

Bridgewire has a continual need to acquire new equipment. If anyone has equipment that they would like to lease, they are encouraged to determine if Bridgewire has a current need for it.

Equipment lease will go through similar process steps as the donation process.

The preference in leasing will be to pursue items which are expected to remain at Bridgewire for long periods

6.4.1. RECEIVING PROCESS

Must get an officer approval before bringing it in.

Items brought in will be placed in a holding area for evaluation.

If the item is already here (such as a members personal property), it will be subject to normal leasing process steps.

6.4.2. EVALUATION PROCESS

The date the items is brought in will be recorded on the item.

The Board or facilities committee will review the item.

6.4.3. DISPOSITION AND RESULTING ACTION

The Facilities committee will make final decision with board concurrence. Approval will result in a lease.

Items not accepted need to be removed within a week, otherwise the item will be considered abandoned property.

6.4.4. END OR TERMINATION OF LEASE

Four months prior to expiration a renewal process will be started. Renewal must be completed 90 days before expiration. Bridgewire may terminate at any time without penalty.

If the lease is ended and Bridgewire has made a due diligent effort to renew or have the equipment removed by the owner, it will be subject to our abandoned property policy.

6.5. Abandoned Property

Per state law, all property unclaimed after 90 days is considered abandoned property. It is the policy of Bridgewire that abandoned property will become the property of Bridgewire. Some property may be considered abandoned earlier than the 90 days, where noted in this policy manual.

7. ORGANIZATION OPERATIONS

Bridgewire has several committees and groups which provide suggested organization, planning, and documentation. Some of these groups and committees are as follows:

7.1. All Committees

7.1.1. MISSION STATEMENT

Each committee must follow the mission statement/charter it was assigned. Committees typically organize, develop, and maintains plans and documentation within the scope of the charter which the Board has assigned them.

7.1.2. PROCESS

The committee chairperson recruits others to staff the committee. The chairperson determines responsibilities for each member. The committee formulates a plan with inputs from the membership. They may develop processes and guidelines for executing the plans. All plans are presented to the Board and must be approved before they can be executed. The board will assign leaders to execute the plans.

7.2. All Groups

7.2.1. ORIGIN AND PURPOSE

Groups are three or more people which congregate around a common interest, activity, or purpose. Each group has the right to reserve use of the Main Room or equipment in the shop with proper scheduling and approval from an Officer.

7.2.2. REQUIREMENTS

- At least 1 member of the group must be a Regular Member.
- Guests must follow Guest Rules.
- May use facilities on a limited basis.

8. STATEMENT OF INTENT

This document is a formal notification that a regular member completes and submits to officially accept a nomination to be elected to the board of directors. The document is an acknowledgement of and acceptance of the importance of the position.

CERTIFICATE OF ADOPTION OF POLICY MANUAL

I do hereby certify that the above stated Policy Manual of Bridgewire, Inc. was approved and adopted by the voting Board of Directors present on the day April 5th 2016 and constitutes a complete copy of the Policy Manual of the corporation.

(signed and dated copy on file)

Secretary _____

Date: _____

REVISION HISTORY OF DOCUMENT

Rev	Adoption Date	Sections Changed	Reason for Change
1	2015-09-??	Original Version	This is the first managed document consisting of previously posted, unposted, and new rules
2	2016-04-05	All	This is the first approved and released version effective June 1 st 2016
	YYYY-MM-DD		