



## **MEMBERSHIP POLICY**

February 8, 2016

### **How to Become a Member**

Membership with Prophase Biostudios (PBS) is open to any person interested in contributing to the goals and vision of the corporation and to the scientific community as a whole. Any person seeking membership will be accepted as a member of PBS upon submission, receipt, acceptance and processing of the required membership application and first month's dues.

All memberships are for the specific and sole use of the registered individual for whom payment is made and are non-transferable. Dues must be paid in full and are non-refundable. This membership policy, the benefits described within, and all due amounts are subject to change at any time effective on the next membership renewal date, provided each active member is given no less than 30 days' notice.

### **Membership Application**

All members must complete a membership application to be considered for membership with PBS. The application will require at a minimum the applicant's address, phone number, emergency contact information, the selection of a single membership tier, any elections for optional benefits, a description of any prior scientific background, and a brief statement explaining the applicant's interest in joining the group as well as any anticipated projects they wish to engage in or contribute to.

Every membership application will be reviewed by the Board of Directors prior to approval to ensure the member's intended purpose for joining is aligned with the goals and vision of the corporation. Once approved, the applicant will be required to pay dues (less any proration for days elapsed in the current month) prior to becoming an official new member and enjoying membership benefits.

### **Release of Liability Waiver**

All active members and visitors will be required to have a signed copy of a release of liability waiver on file prior to entering any facility or space operated or occupied by Prophase Biostudios.

### **Laboratory Training**

All members with access to the laboratory may be required to attend a biological laboratory training and safety class prior to entering any laboratory space operated or occupied by Prophase Biostudios. An additional one-time cost may or may not be associated with attendance at this class.

### **Member Voting Rights**

All members are entitled to one (1) vote at all elections and company decisions in which they are invited to participate as described in the corporate bylaws.

## General Business Hours

Our co-working space and laboratory facility located at 12001 Oak Knoll Dr, Suite 8, Austin, TX 78759 is open to members every weekday Monday through Friday from 10:00 AM to 9:00 PM, and on Saturdays from 10:00 AM to 10:00 PM. The facility is closed on Sundays except by appointment.

Members who do not have keys are only allowed to occupy the facility during these business hours unless approved beforehand by a PBS Officer or Director, but key-holding members may access our facility at any time. We hold the safety and personal security of our members and their world-changing projects in the highest regard, and we demand the same of every member. By fostering a sense of trust and comradery among our membership we can make great things happen.

Prophase Biostudios is a non-profit, volunteer-run organization – unfortunately, we do not have the resources yet to operate our facility 24/7. From time to time we may need to close the facility during business hours for holidays, special events or for business reasons. We will do our best to provide advanced notice to all members so they can make alternate arrangements, but there may be rare occasions where a Director or Officer is unavailable unexpectedly – in these cases only key-holding members will be permitted to access the facility. It is fully our intent to ensure that the facility stays open as often as possible.

## Supporters

All persons interested in the goals and vision of the corporation and scientific community as a whole are welcomed and accepted by Prophase Biostudios; however, the specific benefits described in this policy are paid for with membership dues and are only available to members. However, non-members who choose to support PBS by donating at least \$10.00 per calendar month will have access to the following benefits for that month:

- Access to special events, classroom sessions and workshops not available to the general public, and any resources or educational materials resulting from these events.
- Access to general discounts or reduced rates for laboratory supplies, equipment or event admissions provided to PBS (when available).
- Additional benefits at the discretion of PBS as we discover new opportunities to give back.

All supporting non-members who have contributed at least once in the last year also receive an invite to at least one annual party or event as a show of appreciation for their continued support.

## Tiered Membership Levels

We believe membership at Prophase Biostudios should be customized to the individual needs and experience of each member, and as such we offer three distinct tiers of membership with optional services so you get the most value out of your membership. Each tier will provide unique benefits, and each successive tier will provide all of the benefits of the other tiers except where identified.

### ***Social Scientist (Co-Working Space)***

The Social Scientist tier provides general access to our co-working space, where members can engage in conversations with fellow scientists, artists and engineers as well as enjoy access to our non-laboratory resources. All Social Scientists enjoy unlimited access to the following scientific resources:

- Books, research papers and scientific literature stored physically in the space, digitally on our private network, or publically on the internet.
- Project resources and information made available to you by members of PBS or other community biolabs in our extended network.
- Contact information and coordinated access to professional connections in our extended network.
- Free attendance at most educational sessions, workshops and events.
- Unrestricted access to the co-working space during general business hours.
- Wireless internet access (requires signing and adhering to our Acceptable Use Policy for Wireless Internet Access)

In addition, Social Scientists may also choose to receive the following benefits for an additional cost:

- Group software licenses (if available)
- Education/presentation resources including dedicated floor space, seating, and projectors (must be approved by and coordinated with a PBS Officer or Director)
- Limited access to the laboratory (as described below)
- Purchase orders for special consumables, supplies, tools or equipment through PBS that are not available to the general public (must be reviewed and approved by a PBS Officer or Director).

Social Scientists with a demonstrable background in scientific research, biotechnology, or education in STEM (Science, Technology, Engineering and Mathematics) may be given a \$50 discount from their monthly membership dues in exchange for their expected contributions to the scientific knowledge base of our members and information assets at the discretion of the Board of Directors.

After 60 days of membership a member may request a key from the Board of Directors granting them 24/7 access to the co-working space for an additional monthly charge.

Social Scientists can request access to the laboratory as well as its equipment and supplies at a rate of \$35 per hour (\$25 per hour for key-holding Social Scientists). Access will be granted for a specific purpose and must be approved by a PBS Officer or Director before the member can enter the lab. No Social Scientists may enter the laboratory for any other reason unless escorted by a PBS Officer or Director. Members who obtain unapproved access to the lab, or who utilize laboratory resources for purposes other than disclosed in the access request, are in violation of their membership policy, will lose their good standing as a member, and may have their membership terminated.

### ***Lab Rat (Laboratory Access)***

The Lab Rat tier provides general access to our laboratory as well as its tools, supplies and equipment. Lab Rats are members who want to experiment, create and innovate using equipment and knowledge not generally available to people lacking an extensive scientific background. All Lab Rats enjoy access to the following laboratory resources:

- The co-working space and all its resources, as well as all other benefits offered to every member in the Social Scientist tier.
- General access to the laboratory and all tools, supplies, equipment during business hours.
- Responsible usage of consumable items such as disposable pipettes, gloves, paper towels, water, acetone, saline, etc.
- Education/presentation resources including dedicated floor space, seating, and projectors (must be approved by and coordinated with a PBS Officer or Director)

In addition, Lab Rats may also choose to receive the following benefits for an additional cost:

- Group software licenses (if available)
- Limited access to restricted and/or expensive consumables, supplies, tools or equipment (must be provided by a PBS Officer or Director)
- Purchase orders for special consumables, supplies, tools or equipment through PBS that are not available to the general public (must be reviewed and approved by a PBS Officer or Director).

### ***Professional (Laboratory Access+)***

The Professional tier provides broad and mostly unrestricted access to all of the equipment, supplies and resources made available by PBS. Members in this tier will have a high degree of influence on the creative direction of the company, including its investment in projects, equipment and resources. Any applicant who expresses interest in becoming a Professional member of PBS will meet with the PBS Board of Directors to discuss their goals and intentions, their resource requirements, and their expected contribution to the goals of the corporation and membership. An appropriate monthly cost will be determined by the Board based on these factors, which will be open to negotiation with the applicant. Once approved by a majority resolution of the Board the agreement will be archived as a supplementary document along with the membership application for future review and re-evaluation.

### **Acceptable Laboratory Use**

Only members in a tier that grants them access to the laboratory may enter the laboratory. Any use of the laboratory and its resources should be geared toward expanding the collective scientific understanding of our world and our relationships to it, and should be within the context of biology, chemistry, physiology or another related field. As PBS is a collaborative organization, all members must be respectful of all other members, their experiments, and their free access to and usage of the space. No member working in a laboratory, facility or space occupied by PBS may engage in illegal activities, or produce materials which are either illegal or unreasonably dangerous to any of the members of PBS. Any

person engaging in such behavior will immediately and permanently lose their membership with PBS, and PBS may notify the appropriate authorities when necessary.

### Standard Monthly Dues

The following table shows the standard monthly dues for each tier with no optional services or additional costs considered. Dues will be discounted if successive months are paid in advance.

	1 Month	6 Months	12 Months
<b>Social Scientist</b> <i>(Scientist discount)</i>	<b>\$100.00</b> \$ 50.00	<b>\$ 550.00</b> \$ 275.00	<b>\$ 1000.00</b> \$ 500.00
<b>Lab Rat</b>	<b>\$150.00</b>	<b>\$ 750.00</b>	<b>\$ 1250.00</b>
<b>Professional</b>	<i>Will be determined during application process</i>		

### Payment Schedule

Payment is due in full for every member of PBS on the 1<sup>st</sup> of every month. Any member who applies in the middle of a calendar month will receive a prorated discount so that their dues are equal to the total cost per month multiplied by the quotient of the days remaining in the current month divided by the total number of days in that month, rounded up to the nearest \$0.01:

$$\text{Initial Dues} = \text{Full Dues} \times \left( \frac{\text{Days Remaining in Month}}{\text{Total Days in Month}} \right)$$

After this initial partial month, the full amount will be due on the 1<sup>st</sup> day of the next month.

### Late Payment

All membership dues are to be paid on the 1<sup>st</sup> day of each month. There is no grace period and also no late fee. If a member fails to provide payment on or before the 1<sup>st</sup> of the month, they will be forgiven a single late payment one time each calendar year. A member who pays their dues no later than the 7<sup>th</sup> day of this month will retain their membership and will remain in good standing.

Any member who fails to pay on time two times within the same calendar year will immediately lose their membership status. A member may reobtain membership by paying their dues for the full month, but will no longer be in good standing for the year.

## Membership Standing

All members are assumed to be in good standing from the moment they become members. All members in good standing for the entire duration of the last fiscal year are eligible to be nominated and elected as Officers or Directors of Prophase Biostudios during election periods.

Members will lose their good standing if they engage in any of the following unacceptable behaviors:

1. The member fails to pay membership dues in full, or fails to pay on time two months in a span of one calendar year (12 months).
2. The member engages in harmful, reckless, hazardous or illegal activities and endangers members, their projects or the space.
3. The member violates this membership policy by accessing the facility when not authorized, abusing resources provided by PBS or its members, obstructing the free and open collaboration of other members, or actively disrupting the corporation or its activities, programs and goals.

If a Director or Officer determines a member has engaged in any of these activities, a formal report describing the incident and date of occurrence will be drafted and stored in the member's file along with the membership application.

All members retain the right to vote at all times regardless of their standing.

## Involuntary Termination of Membership

Prophase Biostudios reserves the right to terminate the membership of any member at any time by a majority resolution of the Board of Directors as described in the corporate bylaws. Any member working in a laboratory, facility or space occupied by PBS who engages in illegal activities, or produces materials which are either illegal or unreasonably dangerous to any of the members of PBS, will immediately and permanently lose their membership with PBS, and PBS may notify the appropriate authorities when necessary.

The fundamental vision of PBS fully supports self-expression, creativity and engineering, but our success as an organization also depends on meeting the collective needs of all PBS members. If we determine a member's projects or actions are not aligned with the best interests of PBS, we will consult with the member and determine the best way to support their goals as defined in their membership application. If there is not a viable solution at PBS we will happily reach out to our extended network and help the member find another organization, makerspace or community engagement better suited for their endeavors.

I hereby certify that this membership policy was adopted by the Board of Directors of Prophase Biostudios at its meeting held on February 10, 2016.

  
Secretary