

This welcome page and membership form will take you through our rules and guidelines

## General information about syn<sub>2</sub>cat.

### Why become a member?

Members of the syn<sub>2</sub>cat community share several advantages:

- Unrestricted access to our hackerspaces.
- Unlimited use of tools and machinery.
- Participation in shaping our hackerspaces.
- The right to vote and stand in council elections for syn<sub>2</sub>cat.
- The right to use our hackerspaces as a base for your projects, including possibilities of funding.
- Many activities (expos, conferences, competitions ...)
- Etc.

### How do I become a member?

- You and a member who agrees to be your mentor complete and sign the form together
- You pay your membership fees
- During the initiation period, you are encouraged to visit the hackerspace or interact with us, so we can show you how we operate, and get to know you.

People are always there on our open Tuesday. On our regular meetings<sup>1</sup> we decide where syn<sub>2</sub>cat heads next. You can also join any other activities, or post to our mailing lists<sup>2</sup>.

### How do I become a full member?

When you feel comfortable, officially introduce yourself at a meeting. After the office approves your full membership, you can get a key and access the hackerspaces 24/7.

### Privacy policy and GDPR compliance

When you sign up, we ask you to supply some personal data. We collect this information only for internal records and legal requirements<sup>3</sup>. Syn<sub>2</sub>cat, as data controller, only shares your personal information if legally required or with your consent with RCSL (Luxembourg government entity). You may exercise all provisions and articles 15,16,17,18,19,20,21 and 22 of the EU regulation 2016/79 (GDPR) by emailing [office@syn2cat.lu](mailto:office@syn2cat.lu) or at our offices. You can view and change your data on our internal portal. We strive to prevent unauthorized access, alteration, disclosure or destruction of your data.

### Your membership fees

The minimum membership fee for individuals is **114€/year** (9.5€ per month). Please note that this is a **minimum** fee and that the actual amount of your contribution is to be **self-determined** according to your priorities and financial ability. Please set up a standing order (preferably yearly on 1st january) to our bank account:

Account holder: syn2cat asbl  
BIC/SWIFT: BCEELULL  
IBAN: LU93 0019 3255 6612 9000

<sup>1</sup> [https://wiki.hackerspace.lu/wiki/Bootstrap\\_Meeting](https://wiki.hackerspace.lu/wiki/Bootstrap_Meeting)

<sup>2</sup> <https://lists.hackerspace.lu>

<sup>3</sup> Loi modifiée du 21 avril 1928 sur les associations et les fondations sans but lucratif

## What does a mentor help you with?

A mentor should teach the new member

or the new member should ask the mentor about all this stuff

- how to open the hackerspace (especially the glass door's function as a big button)
- how to close the hackerspace
  - verify that all powered items are off (especially all in the lab should be off)
  - switch off the ceiling lights, beamers and stereo systems
  - after closing the door, check all the lights are correctly off
  - switch off the lights in the corridor, toilets and staircase
  - check that the front building door is locked
- internal stuff
  - when and how to get a member box
  - how to use the inventory stickers and website
  - that everything has to be put back the moment it's not used
  - how to properly roll up cables
  - where the vacuum cleaner is (the roomba is just a gimmick)
  - the fridge and drink storage
  - acquisition procedure for buvette
  - acquisition procedure for material (funding)
  - how to make the RGB light work
  - how to operate the video beamer, projection screen and stereo system
  - how to care for the marble adder (i.e. keeping people away and knowing who is able to operate it)
  - how to care for the ultimaker (i.e. keeping people away and knowing who is able to operate it)
  - what is this area42
- being able to give a tour of Level2 and explaining what syn2cat is and does
- the building
  - know the common area: the toilets, off limits parts
  - when and how to use the conference room
  - when to use the parking and when not
  - how to arrange deliveries to the building
- activities
  - that we run a radio show
  - that we have regular meetings
  - that we participate at fairs (hack.lu, foire etudiants, science festival ...)
  - that we participate every 2 years at the haxogreen outdoor camping event
- tools
  - that we have a website/wiki/github/facebook/twitter
  - how to subscribe to the mailing lists and slack
  - how to send correctly tagged tweets

## Membership Application Form Community Guidelines for members

These are our policies to keep our infrastructure clean, organised and available for all members.

### **Be excellent to each other**

Syn<sub>2</sub>cat takes a positive approach, and tries to avoid the practice of officially enumerating the myriad potential special cases; "be excellent" is enough. You are responsible for your actions and your guests.

### **Consensus**

We make official decisions by consensus, which means the willing consent of our members. Decisions are made at our regular meetings, and items proposed for consensus are announced in advance to give everyone time to hear about them.

### **Do-ocracy**

Doing stuff does not need permission or an official consensus decision. Decisions are taken by those who do things, and if you want something to get done, you just do it. If you're uncertain about the consensus on something you want to do, you should ask someone else what they think, or discuss the topic at one of our meetings

People often make suggestions like "We should do this and that." If you're suggesting an idea, you're automatically volunteering to do it.

### **Example policy applications of our guiding principles:**

#### ***General order***

- No excessive noise, please respect fellow hackers and our neighbours.
- After your initiation, you may ask to receive access tokens. If you lose or break your access token, you must pay for a new one. You may not alter your access token, and must tell [office@syn2cat.lu](mailto:office@syn2cat.lu) right away if you lose it.
- We welcome members under 18 with the written consent of a tutor or parent, and encourage members to bring their children.

#### ***Housekeeping***

- Store your projects in your box between hacking sessions. If it doesn't fit in your box, take it home or use a project shelf.
- Clean up after yourself, leave your table empty.
- Return everything to its location after use.
- Signal breakage or accidents immediately to the office (to handle insurance).
- Refill any consumables you used, tell the office if we're out.
- Our hackerspaces are non-smoking areas (including e-cigarettes).
- Use the QR-codes attached to certain items to find specific information on our wiki. Put QR-codes on your own items to define their usage and ownership.

#### ***More rules?***

There is only one more rule: **don't make more rules necessary!**

## Membership Application Form

please fill out in clean printed letters

Surname (Family name)	
First name	
Acronym/ Nickname	This will be your username (all in lower case) to login on every computer/website/software of syn <sub>2</sub> cat
Nationality	2 Letter ISO code: ____
Age	Are you: <input type="radio"/> adult <input type="radio"/> minor (please notify us when you turn 18)
Address	Nr, Street:  ZIP, Location:
E-Mail	Please write clearly, this is the way syn <sub>2</sub> cat will contact you
List me as a official member	GDPR: Can we add you to the public LBR list? Tick one. <input type="radio"/> yes <input type="radio"/> no

**I want to become a member of syn<sub>2</sub>cat asbl and will follow its Community Guidelines.** I will be a reasonable, friendly and responsible hacker. My presence, ideas and contributions will bring positive impulses.

People come from different backgrounds. They have different abilities and habits; they approach problems and their solutions differently. I will try to resolve disagreements while respecting these differences. I will consider how the way I approach issues can affect others.

Contact syn<sub>2</sub>cat through your mentor during the initiation period. The community decides when your initiation period ends. Your mentor should guide you and introduce you to the operations and rules of syn<sub>2</sub>cat.

Your membership only becomes active when you pay your membership fee.

You:

\_\_\_\_\_ *Place*      \_\_\_\_\_ *date,*      \_\_\_\_\_ *your name/nickname*      \_\_\_\_\_ *signature*

Your mentor:

\_\_\_\_\_ *Place*      \_\_\_\_\_ *date*      \_\_\_\_\_ *mentor name/nickname*      \_\_\_\_\_ *signature*

### Handling of the form

1. Print this document recto/verso (form page 1 and 2). The welcome page contains general infos, no need to hand that in.
2. Member reads and signs form, mentor signs form. Remember that it is dual sided and you're signing the whole.
3. Mentor emails scanned sheet to [office@syn2cat.lu](mailto:office@syn2cat.lu) and puts the new member in CC. The subject must contain "New member" and the new member's first and last names. The body must contain the form text for copy-pasting including who is the mentor.
4. Mentor gives member a copy of the form and puts original sheet into "new members" box.
5. Office decides on acceptance of new membership and emails new member and mentor with the decision
6. Register member as inactive user in member management tool, send the password to the new member
7. Member does their first payment by bank transfer (or sets up recurring payment).
8. The payment arrives. Treasurer changes the user into active user.
9. Treasurer fills out payments, and files the application form into the binder.
10. Treasurer informs by email member, mentor and office that syn<sub>2</sub>cat has a new active member.