

# **Greenspring Village Computer Club By-Laws**

## **1. General**

This document describes the policies and guidelines under which the GSV Computer Club functions. It is intended as a memo of understanding and guide for the officers of the club, the Computer Club Board members, the members, and the GSV staff.

## **2. Mission**

To provide a congenial forum for residents interested in computers and the Internet to gather and share information. To be a resource that serves the needs and interests of residents at all skill levels. We seek to make a positive contribution to Greenspring Village by making benefits of computer technology accessible to those who want it.

## **3. The Resident Computer Lab**

The Computer Club operates the Resident Computer Lab. Classes and tutors for instruction and other activities are scheduled by the President. This schedule is posted by the entrance to the Lab. The Computer Lab is available to all members of the Computer Club and all residents are eligible for membership. The entry code can be obtained by joining the Computer Club for an annual fee. Applications are available at all the Front Desks: Town Center, Village Square, Hunters Crossing, and Renaissance Gardens.

## **4. Membership**

Membership is open to all residents who complete a registration form and pay a membership fee. The only other requirement for membership is an interest in computers or a desire to learn about computers at any skill level and a willingness to exchange thoughts and ideas with others. The club welcomes individuals whose level of skill with computing ranges from novice to professional, from those who haven't purchased their computer yet to those who can build them from the ground up. What draws us together is the desire to explore the ever changing world of personal computing and to share our insights with as many other GSV residents as possible. Our all volunteer organization strives to provide friendly help and support that people need – from how to buy your first computer, to what's the hottest new accessory, to why your PC is stubbornly ignoring your wishes.

## **5. Organization**

Club leadership is provided by a President, Vice President, Secretary, Treasurer, and a Board of Directors. They provide direction for all administrative functions.

**Board of Directors** The Board of Directors meets monthly to make plans for upcoming meetings, computer help for residents, discuss issues, and review the financial status. The meeting is called and chaired by the President.

### **Duties of the Directors**

The President The President presides at meetings of the Board of Directors and the President, or designee, presides at club sponsored meetings. The President with the Board or designee plans programs for meetings. The President is charged with general management and supervision of the affairs and operation of the Club. The President or designee maintains a membership list and appropriate email distribution lists.

The Vice President may in the absence of the President act in all matters usually performed by the President.

5.2.3 The Secretary attends the monthly Club meeting and the Board of Directors meetings and records facts and minutes of the proceedings.

5.2.4 The Treasurer records all financial transactions, issues checks and presents the budget and financial status at each meeting of the Board of Directors.

5.2.5 The other directors are members of the Computer Club selected by their neighbors in their neighborhood. The Board may add other directors as needed.

### **6. Selection of the Board of Directors and the Nomination and Election of**

**Officers:** Each neighborhood will select 3 residents from the Computer Club members in its neighborhood to serve on the Computer Club Board of Directors. The members receiving the most votes in each neighborhood will be selected. In the case of a tie, the Board will decide. The Board of Directors will nominate and elect a president, vice president, secretary, and treasurer using secret ballots.

6.1 Board members and Officers will serve for 2 years. Terms will begin January 1.

6.2 A vacancy among the officers or board members shall be filled by the Board.

6.3 Selections of Board members will be held in November. Nomination and election of officers will be elected any time after the selection of the board, but no later than the first board meeting in January.

6.4 Selections for the Board will be made with a written ballot. All members in each neighborhood will be sent a list of all computer club members in their neighborhood. Each member will be asked to select 3 computer club members in that neighborhood.

**7. Training** The Computer Club arranges training for GSV residents, some with outside experts and some with resident volunteers. A fee may be charged to cover the training expense and Club operating expense. Free help is usually available in the Lab from volunteers.

**8. Partnership with GSV Inc.** The Computer Club is in partnership with GSV Inc. in providing club resources. The computers, principal software, printers, and all other equipment in the Lab whether purchased or donated remain the property of GSV Inc.

All software is subject to approval of GSV Information Services and the GSV Computer Club Board. GSV Inc. also repairs the computers and printers and provides the expendables such as paper and ink for the Laser printers. The Computer Club provides the ink cartridges for the color printer. The Computer Club has a volunteer computer system specialist who periodically inspects and maintains computer functionality. The Club on occasion provides additional software and hardware peripherals as deemed appropriate by the Board of Directors. The Club works closely with staff members from Resident Life and Information Services.

**9. Meetings** The Computer Club meetings provide support to members by having question and answer periods, discussion about common problems and procedures, and presentations of software/hardware and other computer related topics. Residents are encouraged to come to these meetings and share problems/triumphs, and talk computer with fellow senior computer users.

## **10. Finances**

10.1 Income The Computer Club has received fees for computer classes, funds from the Treasure Chest, and dues from members.

10.2 Expenses Expenses include the costs of training materials, costs of operating and upgrading the Resident Computer Lab, and other costs related to Club activities.

10.3 Income and expenses will be reviewed and approved by a majority vote of the Board.

10.4 An audit will be conducted annually.

10.5 If the Greenspring Village Computer Club should cease to exist, the fund balance will be distributed to the Greenspring Village Benevolent Care Fund.

**11. Changes to By-laws** The By-Laws may be changed at any regular meeting of the Computer Club Board by a 2/3 majority of the total membership of the Board provided that there shall have been a written copy of the change distributed with the notice of the meeting.

Approved by Board, June 27, 2000

Approved at GSV Computer Club Meeting, September 12, 2000

Revised by the Board, August 25, 2003

Revised by the Board, September 27, 2005

Revised by the Board, November 29, 2005

Revised by the Board, June 26, 2007

Revised by the Board, October 27, 2009