Chapter 12.0 – Club Specific Additions to the Board Approved Charter Club (CC) Policies & Procedures (P&Ps).

This section will be used to document the additions a CC may have to this document. The CC will document the Chapter, subsection, and their additions. All additions must be approved by a majority vote of the CC Members present and voting at a General Meeting and approved by the Lifestyles Manager. When this section is used and/or changed two approval signature lines, including date, shall be included for the CC approval date and Lifestyles Manager approval. The Board of Directors authorizes the Lifestyles Manager to approve changes and/or deletions to Chapter 12.0.

Chapter 2.0 – General Information   Reference Chapter 2.0 in SCG Community Association Chartered Clubs Policies and Procedures approved April 6, 2022.

2.15 Use of Member Information

A. Use of Email Lists – Grand Computers Club (GCC) Special Interest Groups, Support Groups and GCC Committees use various methods to impart information to club members such as email lists, internet groups, etc. These group leaders are to provide information about their meetings or topics and not to be used as conduits for club operations that are more appropriately the responsibility of the Grand Computers Club Executive Board (GCCEB), and in accordance with Section 2.14 of the Charter Club Policies and Procedures.

2.18 Reimbursement from GCC - A GCC Member may be reimbursed for expenses incurred on behalf of the GCC from the GCC funds with submission of receipts to the Treasurer of the GCCEB.

A. All authorized member purchases in the current approved budget shall be submitted to the treasurer for reimbursement accompanied by supporting receipts and shall be reimbursed by check.

B. A member of the Grand Computers Club Executive Board (GCCEB) and Committee Chairs shall have the authority to make purchases of supplies, hardware, and software up to $500.00 per item in cost on their own authority for items they deem necessary to effectively run their department. The GCCEB member shall submit a request to the treasurer for reimbursement accompanied by supporting receipts and shall be reimbursed by check.

C. Special Interest Group (SIG) facilitators shall have authority to make purchases of supplies, hardware, and software such that the total cost of all such purchases for a given SIG in a calendar year shall not exceed the amount in the approved budget for that SIG, totaling $400.00. Following the purchase, the SIG facilitator shall submit a request to the treasurer for reimbursement accompanied by supporting receipts and shall be reimbursed by check.

D. Purchases of single items up to $500 may be made at the discretion of the Technical Director on computer equipment needed in the clubrooms without GCCEB approval.

E. Purchases above $500 shall require GCCEB approval. If the item being purchased is integral to the successful operation of the GCC, approval may come after the purchase at the next GCCEB meeting.

F. Purchases over $2,000 for any single item will require approval by the GCCEB.

G. Any fees or monies collected or contributed for paying a contractor or paying for a contract shall be deposited into GCC accounts and any contract or contractor shall be paid by check from those accounts.

Chapter 3.0 – Chartered Club Executive Board (CCEB)

3.1a Grand Computers Club Executive Board Officers (GCCEB): In addition to the positions described in Section 3.1, the Grand Computers Club (GCC) includes the following Executive Board Officers: Education Director, Membership Director, Monitor Director, Technical Director, Tech Help Director, and Immediate Past President.

3.3 Duties of CCEB Officers: Duties of officers other than President, Vice President, Secretary and Treasurer shall be included in Chapter 12.0 as stated in 3.1.

E. Education Director: The Education Director shall act as

coordinator of all educational aspects and personnel including instructors, class assistants, class evaluations, classroom   .... facility and educational handouts; shall plan class schedules for each registration period. Shall be responsible for website content as it relates to Education, including publication of information on the website Home page and Education page and at the Monitor station in the open use room. Shall plan, announce, and conduct class registration for each registration period or delegate to a board approved Assistant Director. Shall prepare monthly reports and submit to the GCCEB.

F. Membership Director: The Membership Director shall maintain a current, accurate list of the membership of the GCC and accurately account for the membership dues collected; shall prepare monthly reports and submit to the GCCEB; shall prepare a semi-annual membership and activities report and provide to The Grand Lifestyles Director; shall assist members and non members with the website interface for renewing or joining the Club; shall promote the club in events throughout the year including The Grand Market Days, etc. Shall create and maintain materials to provide to new members highlighting all club activities.

G. The Monitor Director shall ensure that a trained member is serving as a monitor in the club room at any time it is scheduled for open use, shall keep the monitor handbook and Monitor Procedures up to date, keep records of the monitor service, provide new monitor training and provide any notices of changes to the open use room. Shall prepare monthly reports and submit to the GCCEB.

H. The Technical Director shall be responsible for all maintenance on hardware, network, and software. An inventory of all hardware, software, and other assets over $500 will be performed at least once per year. The director shall develop a life-cycle cost analysis and report for all hardware and software annually with recommendations to the GCCEB for any upgrades or replacements.

I. The Tech Help Director shall act as coordinator of all tech help team members, hold meetings, when necessary, provide orientation for new tech team members, write and maintain policy and procedures, and be responsible for website content as it relates to tech help and the tech team members. Responsible for preparation, communication and coordination of tech help each Tuesday at the club and via Zoom (as needed). Shall prepare monthly reports and submit to the GCCEB.

J. The Immediate Past President shall be appointed by the President, subject to the approval of the elected officers to perform all duties of the GCC President in the event of the GCC President and GCC Vice President's absence or inability to perform; and shall also perform other such duties and responsibilities as may be assigned, with GCCEB approval from time to time by the GCC President. The Immediate Past President has the same voting privileges as the other members of the Executive Board. If the immediate Past President is unable to fill the position for the term, the previous past president will be approved by the board to fill the position.

3.5 Election and Term of Office

A. Each Officer shall be entitled to one vote. The President may cast the vote to make or break a tie vote. All officers including the president vote at the same time during a ballot vote.

B. The Term of Office is one-year effective January 1 to December 31.

3.9 Responsibilities

H. In the performance of its duties and responsibilities, the board shall act as a unified body and no individual member of the board shall speak or act on behalf of the board unless specifically authorized. Board members including the president shall follow the decision of the board and members of the GCC.

Chapter 4.0 Chartered Club Meetings, Quorum, Voting

4.1. Meetings

B.2. a. Membership Meetings: The Membership Meetings are generally held monthly October – April.
The Annual Membership Meeting shall be held each year on the first Wednesday of December except in cases when we cannot meet that day, the meeting will be held as soon as the GCCB can set a date to meet giving notice to the members at least seven days prior to the meeting.

Chapter 6.0 – Club Activity Supervision, Rules and Safety

6.2   Check-In:

A.   A Monitor or GCC Member may swipe/scan the GCC member's SCGCA Activity Card with an electronic reader.

B.   Members who don't have their CAM Activity Card may provide a photo of their activity card or QR code on member's cell phone at time of check-in.

C.   Residents of the Grand who are not GCC members may sign-in with a valid Grand Activity Card. The sign-in will automatically indicate they are a guest.

6.3 Guests:

A.   Guests may attend any GCC SIG meetings up to 3 times per year before joining the GCC. After three times attending as a guest they must join the GCC to attend future SIG meetings

B.   Guests are welcome to attend all General Membership Meetings, Coffee Chats, and New to Computers Meetings.

C.   Guests may be offered escorted tours of our facilities (open use room and classroom).

D.   Guests MAY NOT use any of our equipment (open use room, classroom, etc.) – only members can use GCC equipment. This is one of the benefits of being a member

Chapter 13.0 – Club Specific Rules (of Grand Computers Club)

1.0   Name, Principal Office and Definitions:

1.1a Name of Club: Grand Computers Club (GCC)

1.4 Purpose of Club: It is the mission of the Grand Computers Club to provide support for its members and to enhance their use of computers, hand-held devices, and related technology; to operate a training classroom and general use room; and to offer learning opportunities through special interest groups, support groups and various meetings.

Chapter 2.0 – General Information

2.5 Eligibility: Membership requirement: Membership shall be open to all members in good standing with a valid SCGCA Activity Card.

2.5a   Preconditions: There shall be no precondition for membership, nor will members be required to join any national, state, or regionally affiliated organizations.

2.6 Dues

2.6a   Dues: Annual dues in an amount recommended by the GCC Executive Board (GCCEB) and approved by membership vote are payable in a timely manner and required for membership in good standing for class registration, Tech Help and meeting participation.

1. Annual rate for dues, from January 1 through December 31, is $25.00 per person.

2. Discount rates – July 1 – December 31 = $15

2.29   Expenditures: The GCC shall maintain a separate equipment reserve fund for the purchase of office equipment, hardware, and software as need arises throughout the year. Amounts that may be purchased with or without GCCEB or GCC membership action are included in the GCC Policies and Procedures.

2.30   Annual Budget: The GCCEB shall prepare an annual budget to be presented to the GCCEB at the November board meeting to review prior to presenting the budget to the General Membership at the annual meeting. The Treasurer shall keep appropriate receipts and invoices covering all such transactions as part of the GCC's financial records. This includes sales of misc. items at the Club, including flash drives, mouse pads and copies made by members. The GCCEB shall designate not less than two GCCEB members as persons authorized to sign checks drawn on the GCC's bank account(s), preferably the treasurer and the president. All assets over $500 of GCC shall be physically inventoried at least once annually and the treasurer shall maintain a record.

2.31   Specifics regarding purchases:

A. Purchasing Agent. The GCCEB may at its discretion, appoint an individual to act as purchasing agent for the GCC. This person is the preferred conduit for GCC purchases of supplies for open use room and classroom. This shall not, however, prevent officers and directors from making purchases directly. The purchasing agent shall submit a request to the treasurer for reimbursement accompanied by supporting receipts and reimbursement forms and shall be reimbursed by check.

B. Cost. It is necessary to define cost because the GCC frequently makes purchases involving multiple pieces of the same hardware or software program. The cost of a piece of hardware and software shall be the total cost of one piece of the hardware or software and necessary associated taxes, shipping, and handling.

C. The individual purchasing items, usually the purchasing agent or the Technical Director, shall, at their discretion, either purchase items and seek reimbursement from the treasurer or get a payment from the treasurer to cover the purchase. In either case, an appropriately completed purchase reimbursement form and attached receipts need to be submitted to the treasurer.

D. All software purchased shall be given to the Technical Director for installation and storage.

2.32   Recordkeeping of purchases

A. Hardware purchase records: The Technical Director shall keep a central record (spreadsheet or database) adding the equipment when it is purchased and a notation about its disposition added when disposed.

B.   Minor supplies: Records are not required for operating supplies. Minor pieces of equipment and expendables such as cables need not be entered in the central record.

C.   Software purchase records: The Technical Director shall make a record of where the software was installed. The record can be a spread sheet, or such other electronic record as is chosen by the technical director. The record shall at a minimum include the software name, the copy number, the serial number, the number of machines on which the software is licensed to be installed, the date, and the machine name on which it is installed. In the case of software licensed to be installed on more than one machine, the record should have a separate line for each license. If one or more licenses are not used, that line should have a notation such as NOT INSTALLED.

D.   As a measure for backing up the record, a copy should be provided to the president and to the treasurer annually.

E.   A copy of the records should be used during the annual inventory and any discrepancies should be dealt with at the time of the inventory.

Chapter 4.0 – Chartered Clubs Meetings, Quorum, Voting

The GCC has many groups, committees, and meetings. The following is a list with a brief description and reporting relationship to a GCCEB member.

4.4 Special Interest Groups. The GCC has special interest groups (SIGs), each with distinct mission statement and objectives. All SIGs report directly to the president of the GCCEB.

A. Apple SIG. The Apple SIG's mission is to serve the needs of the members of GCC interested in Apple computers and other Apple products. The target audience is for GCC members with or without Apple computer knowledge.

B. Compose Yourself SIG – A writing group: The Compose Yourself SIG uses computer technology to write, research and publish their memoirs, stories, and other writings; they share writings with one another at monthly meetings.

C. Devices SIG. The focus of Devices SIG is to inform, educate and entertain club members about devices (Apple, Android, live streaming, personal assistants, etc.) and their applications. The target audience for Devices SIG is any of our members who own or are interested in purchasing a device.

D. Photoshop Elements SIG. The Photoshop Elements SIG provides members with the knowledge of various tools that can be used to produce electronic or digital scrapbooks that can be shared with friends or family electronically with email, cloud applications, or social media.

E. Financial Education SIG. The Financial Education SIG provides GCC members a forum for sharing information and experiences of personal financial matters. The goal of the Financial Education SIG is to provide members with the knowledge necessary to take a more active and informed role in their own financial affairs. Opportunities for participation include workshops, seminars, and learning about financial websites and applications. The SIG does not invest money or provide specific financial advice.

F. Flight Simulator SIG. The purpose of the Flight Simulator Special Interest Group is to review and share information concerning flight simulators and aviation related topics.

G. Genealogy SIG. The Genealogy SIG serves the members of GCC interested in learning about their lineage.

H. Graphics SIG. The purpose of this SIG is to review and share information on topics ranging from website development, short video creation, graphic and image sharing websites/apps, and discuss new image-rendering/modifying software for PCs, MACs, and other devices.

I. New Technologies SIG. The New Technologies SIG provides club members with a forum for the discussion of technology ideas and experiences. We educate one another on key technology trends and directions. We provide presentations and discussions about leading-edge computing advancements. We preview announcements from key industry players. We will recap highlights from major industry trade shows. We cover items as diverse as foldable phones, driverless autos and the best new PCs and tablets.

4.5   Support Groups:

New to Computers Group: The focus is to provide those with little or no computer skills a safe, friendly, non-judgmental environment to foster the continuation of their knowledge, skills, and self-confidence through specially created "how to" presentations. This support group reports directly to the president of GCCEB.

4.5   Committees.

A. Publicity Committee. The Publicity Committee is responsible for all publicity needed by the GCC, either in the Grand Lifestyles Magazine, at Sun City Grand website, or to the public. It is responsible for producing a monthly newsletter September-April, club brochures and flyers and management of social media including Facebook Group and a GCC YouTube channel and managing the website appearance. The Publicity Committee reports directly to the president of the GCCEB.

B. Nominating Committee. The Nominating or Election Committee works independent of any other GCCEB member or committee in finding qualified candidates to run for the offices of the GCCEB. They make the announcements of candidates, the closure of nominees, and the election of officers and directors of the GCCEB at the annual meeting. The Nominating Committee reports directly to the president of the GCCEB. The nominating committee reports the proposed nominees for the next term at the November GCCEB meeting.

C. Social Committee. The Social Committee is responsible for planning various annual social events including the volunteer dinner and other events approved by the GCCEB. Arrangements for the volunteer dinner require three bids for meal service subject to board approval.

D. Tech Help Team. Members who are experienced in computer technology participate in Tech Help sessions. These sessions are for GCC members and are intended to help with difficulties or questions that a member may have with their computer, software, or device. A member may bring in their own laptop or device with questions. The Tech Help Team reports directly to the Tech Help Director of the GCCEB.

E. Website Committee. The website developer maintains the Grand Computers website with the webmaster performing updates by request or as necessary due to updated information or new activities.

4.7. Other Groups

A. Instructors and Class Assistants. Instructors are responsible for creating various classes, preparing student handouts, and conducting the classes. Class Assistants work with the instructor to successfully satisfy the needs of students attending class. Instructors and Class Assistants report directly to the education director of the GCCEB.

B. Monitors. The monitors are responsible for granting access to the GCC rooms, during open hours, to GCC members. The GCC's database will accept a CAM card swipe/scan and list it as either a member or not. All monitors report directly to the monitor director of the GCCEB.

4.8 Meetings, Quorum, Voting

A. General Meetings. The GCC normally holds General Meetings once a month from October through April. Although tailored for club members, General Meetings are open to all residents and guests of Sun City Grand. General Meetings normally include an update of Club activities and a presentation of computer or technical matters from either a club member or a guest.

B. Coffee Chats. The GCC normally holds Coffee Chats once a month from October through April. These are open to all residents and guests of Sun City Grand. Coffee and finger food are provided.

Coffee Chats generally include a brief presentation at each meeting and time for questions and answers.

C. Member Orientation Meetings. The GCC normally holds Member Orientation sessions once a month from November through April. The emphasis is to explain the activities of the club to new members. Member Orientation sessions are also useful to existing members and guests. A review of the education program and instructions for using the club website are generally included as well as a tour of the Club facilities.

Chapter 10.0 Violations of CC P&P and/or Rules

10.6   Volunteers give freely of their time. It is the belief of the Grand Computers Club that volunteers work diligently to serve the Club.

In the event there is a problem, the appropriate GCCEB member will discuss with the volunteer to find solutions and resolve.

Chapter 13.0 Club Specific Rules

13.1   Philosophy

A. The GCC supports intellectual property rights as embodied in the nation's copyright laws and will not participate in software piracy.

Nothing in this philosophy shall be used to prevent the GCC from obtaining the best price it can get on a legal copy of a software program nor to prevent the GCC from installing legally purchased software on as many computers as that software program's license allows, nor from purchasing upgrade editions rather than full editions of software if the GCC qualifies for such upgrade.

The above document consisting of Chapters 12 and 13 was approved by the Grand Computers Club Board on January 26, 2023 and approved by its members at the General Meeting _____; approved by CAM on TBD.