Bowie Seniors Computer Club

Policies and Procedures

Purpose and Objectives

- Share information on the operation and maintenance of computers, mobile devices, and related software.
- Discuss and offer suggestions for the solution of computer issues.
- Disseminate knowledge of computer technology through member or guest presentations.
- Discuss other subjects of common interest.

Membership

Membership in the club is limited to members of the Bowie Senior Center. New club members may sign up by providing verification of Center membership, name, and email address to the membership chairperson.

Meetings

General meetings are usually held twice a month (except December) on the first and third Thursdays. Meetings are usually held at the Bowie Senior Center. Alternative locations may be announced. The order of business for the general meetings may consist of:

- Opening by the presiding officer
- Introduction of new attendees and members
- Reading the minutes of the last meeting
- Announcements (old business, new business, etc.)
- Report of the officers
- Committee reports
- Member questions, comments, and open discussions
- Program presentations

General meetings are open to all club members and nonmember visitors. The first general meeting in October is designated as the annual meeting.

Election of Officers

Election of officers will be conducted at the annual meeting. Officers shall be elected or reelected by majority vote of the members in attendance. Each officer shall serve a one-year term from the date of the annual meeting. It shall, however, be the policy of the club to encourage frequent rotation of officers to prevent stagnation of programs, ideas, and policies. Special elections may be held at any time to replace a vacated position. Members may hold more than one position and, except for president and vice president, positions may be co-chaired.

Positions shall consist of president, vice president, program chairperson, secretary, membership chairperson, publicity chairperson, and webmaster. Additional positions may be created as deemed necessary.

Executive Committee

The executive committee shall consist of all club officers. The committee shall be chaired by the president who shall call for special committee meetings, as necessary, to address issues of concern to the membership in general and/or changes to these policies and procedures.

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Ad Hoc Committees

Officers may establish ad hoc committees when necessary to address subjects under their purview. The committee chair shall report any findings and recommendations to the president who shall adjudicate them, if necessary, by general vote of members in attendance.

Officer Duties and Responsibilities

President – The president shall manage the affairs of the club and act as the liaison with Center management. The president shall preside over all meetings, present the agenda, make announcements, welcome new attendees, and introduce presenters.

Vice President – The vice president shall perform the duties of the president in the event of his/her absence and such other duties as may be assigned by the president or the executive committee.

Program Chairperson – The program chairperson shall seek individuals or companies willing to provide relevant programs or presentations at general meetings.

Secretary – The secretary shall distribute meeting notifications, keep the minutes of all meetings (including executive committee meetings), and forward approved minutes to the webmaster. In the absence of the secretary at any meeting, the presiding officer shall appoint an alternate member to take minutes.

Membership Chairperson – The membership chairperson shall be responsible for signing up new members; maintaining the membership database; taking attendance; and preparing, storing, and distributing name tags.

Publicity Chairperson – The publicity chairperson shall promote and distribute meeting and activity information through appropriate organizations and publications, including notification of special guest presenters in the Center's newsletter and/or on the Center's bulletin board.

Webmaster – The webmaster shall be responsible for maintaining the club website, including posting of meeting minutes and news of interest to members, and maintaining all records of historical importance to the club and other pertinent information.

Material Exchange

Members may bring computer-related materials to the meetings for the purpose of reuse by other members. Members may claim the materials on a first-come basis. Items not claimed must be reclaimed by the offeror and removed from the meeting room.

Bowie Seniors Computer Club Website

The club website – http://bowieseniorcenter.org/BowieSeniorsComputerClub/ – is maintained by the club webmaster for the purpose of providing useful information to members and the public. While the information and links posted are maintained as up to date as possible, the club takes no responsibility for inaccurate or misleading information nor does it guarantee the usage results of any freeware links.

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