

Oak Crest Village Computer Group Bylaws

**Adopted 9/10/2001, Amended 10/28/2013, 9/8/2014
Effective 10/1/2014**

Mission: In April of 1996, residents of Oak Crest established The Computer Group (CG) to enrich their lives by learning about, teaching each other, and enjoying personal computers. These Bylaws make a formal record of the Group's operation.

Operations: The CG conducts its activities in the Computer Lab and meeting rooms provided by the Oak Crest Administration. The support that the CG receives from the Administration is essential to the effective functioning of the Group. It includes operating space, furniture, computer equipment and access to the Internet. The Group's operating decisions are reached by majority vote of members present at regularly scheduled Business Meetings.

Membership: Oak Crest residents applying for membership become members by making a one-time payment of dues that entitles them to permanent membership. The amount of dues is determined yearly at the last Business Meeting of the Group's fiscal year (1 September to 31 August). Members in good standing are eligible to vote at Business Meetings and have access to the Computer Lab as detailed below.

Officers: The officers of the CG are an Executive Officer, OCV Contacts Coordinator and Treasurer. They are volunteers who are recruited by the Executive Officer and shall be relieved of their duties by any one of the following means:

- a. At their request.
- b. At the request of the Executive Officer.
- c. At the request of the Oak Crest Administration, received through the Director of Resident Life.

Selection of Executive Officer:

If the Executive Officer is not able to continue his or her function, the other officers will appoint a Nominating Committee of three to five members which will compile a list of candidates and distribute that list to the membership. The Nominating Committee will set the date for the vote at a regularly scheduled Business Meeting at least ten days after members have been informed of that purpose. The Committee will collect and process the ballots and will immediately report the person who received the most votes as being elected.

Audits: At least once annually, the Executive Officer will audit a detailed report of revenues and expenditures received from the Treasurer and report on it to the membership.

Disbursements of Funds: For previously approved expenditures, members may incur expenses in name of the CG and be reimbursed after signing vouchers. Approval for expenditures exceeding \$100.00 must be approved at Business Meetings; expenditures of lesser amounts must be approved by the Executive Officer or the Treasurer.

Access to the Computer Lab: After demonstrating minimum proficiency in the use of IBM-compatible personal computers and paying dues, members will have full access to the Computer Lab. Instruction to attain proficiency is provided. Evidence of proficiency will be the statement to that effect from the student's instructor or an evaluation of the requesting member by another CG member designated by the Executive Officer. After being warned, members may be barred from using the Lab for cause, if all three of the Officers judge that to be necessary to preserve the proper functioning of the Lab. Lab privileges may then be reinstated at the discretion of the Officers.

Adoption and Amendments: These Bylaws were discussed and approved by those attending the Computer Group meeting of 8 September 2014. The changes specified here are to go into effect on 1 October 2014. Amendments may be made at regularly scheduled Business Meetings, after all members had been informed of that purpose and presented with the text of the proposed amendment.