

LET'S COMPUTE TECHNOLOGY CLUB

Standing Rules – Revised – AUGUST 18, 2025

Membership

- A. Membership is open to all SCPD residents and registered renters who have a valid SCPD ID card and have submitted their annual dues to the club.
- B. The Club's membership year is from July 1 to June 30.
- C. Annual dues are \$25 unless a Board action is taken to approve a different amount. Dues are not prorated. New members who join in May are granted a 14-month membership, or June will provide a 13-month membership. The Club will only accept dues for a single fiscal year.
- D. Membership fees are payable by check drawn on a US bank or in cash.
- E. Membership will be verified before taking classes or using Club equipment.
- F. Existing members, members joining that day, and first-time guests are prioritized in that order for admission to classes.

Board Officers

1.	President	Conduct meetings and represent the Club to the Association
2.	Vice President	Assume President's duties as needed
3.	Treasurer	Collect and deposit all funds, confirm Board approval of all expenditures, pay all bills, maintain financial records, prepare annual Financial Report and annual budget
4.	Secretary	Take and maintain minutes of meetings
5.	Members-at-Large (5)	Represent the views of the membership to the executive board and carry out such additional duties as may be designated by the president or executive board

Executive Board Officers - Sequence of Succession

President

Vice President

Treasurer

Secretary

Terms of Office

Executive Board Officers serve staggered two-year terms. Each officer will serve for a term of two (2) years. The President and Secretary will be elected in odd years and the Vice President and Treasurer will be elected in even years.

Directors/Members-at-Large

- A.** Directors are appointed at the pleasure of the President and/or the Executive Board. Directors' responsibilities may include, and are not limited to:
- Education
 - Membership
 - Communications
 - Website
 - Supplies
 - Meeting and speaker arrangements
 - Lab monitors
 - Equipment maintenance (PCs, Macs, printers, scanners, etc.)
 - Other tasks such as *Bits & Bytes* and *News and Views*
- B.** Board members must be available for meetings and activities related to their position. The Board reserves the right to request the resignation of a non-attending Board member whose absence hinders the on-going business of the Club.
- C.** Board voting can occur in person, via phone, or via email. There must be a majority of a quorum to vote. There are 4 executive officers and 5 members-at-large totaling 9 on the Board, so there need to be 5 members present to qualify for the quorum and 3 out of 5 would pass a motion.
- D.** Membership voting (refer to Bylaws)

Technology Center (Lab)

- A.** The Board determines the open Lab hours.
1. Open Lab is Tuesday through Friday, 10:00 A.M. to 12:50 P.M., except for reduced hours (e.g., summer and holidays) as announced, or as otherwise decided by the Board and communicated to members.
 2. A Monitor must be present during open Lab hours.
 3. The Lab is closed evenings, Saturdays and Sundays except for classes and other scheduled meetings. To maximize the use of the Tech Center, scheduling additional meetings and classes is encouraged.
- B.** Monthly Lab hours are published in the *Bits & Bytes* newsletter.
- C.** The Monitor on duty is in charge of Lab management and protocol.

D. The Director of Education coordinates instruction.

The number of people that can be in the Lab at one time is 3 people per row on each side of the center aisle (N=30). This is fewer than the Fire Marshal capacity posted above the door (N=37), which refers to capacity if the room had no furniture and relates to safety of egress in the event of an emergency. With furniture, nothing can obstruct egress down the center aisle.

E. Food or drink is restricted in the Lab. Only water in a screw-top container is allowed (thermos-type, capped water bottle).

F. The Lab computers and printers or other equipment may be used by current Let's Compute Members for personal use only.

1. Personal use does **not** include projects for resale, business, commercial purposes, or for another SCPD club.
2. Members may produce and print one copy of other club, resident group or district forms, flyers or newsletters. All additional copies must be printed elsewhere. Other clubs/groups are responsible for the costs of their activities and may not consume Technology Club supplies under the auspices of being a member of The Technology Club.

G. Pornography is not permitted in the Lab.

H. Members are limited to printing 20 pages per day for personal use on Lab printers. Double-sided printing is encouraged, and the allowed 20 pages when printed double-sided is 10 pieces of paper.

I. Door code to the Lab is distributed through the President to Board members, instructors, monitors, HOA maintenance, and any others at the President's discretion. The code is to be changed as needed for security purposes.

J. Lock boxes (one inside the Lab and one outside the door) keys shall be held by the President, Treasurer and Director in charge of Membership.

K. USPS Box keys shall be held by the Treasurer and Director in charge of Membership.

L. Only the Directors of Maintenance may download and install software and operating systems on the computers in the Lab. All new programs on either platform must be approved by the Board. Members of the Board may update already installed software.

M. The SCPDCA Conduct Code will be followed to deal with abusive or combative persons in the Lab (XIV Disciplinary Procedures SCPDCA). All incidents must be documented and include the names of witnesses.

N. Association representatives may use the Lab with Board approval. They must supply their own printer paper.

- O.** Printers and supplies purchased by the Club are for the exclusive use by members, the Executive Board, instructors and monitors.
- P.** Club membership information cannot be used for solicitation. Member email, phone number and address information is not to be shared except as required for reporting to the HOA.
- Q.** In the event of any emergency, including alarms, the Lab must be cleared by leaving the building through the closest safe exit, either the door into the main hallway or the exterior exit.
- R.** Board members and instructors (not monitors), are allowed in the Lab outside of open Lab hours and classes, except on a case-by-case basis approved by a Board member. HOA maintenance staff are allowed during off hours to accomplish their work.
- S.** Unsupervised use of the 3-D printer is not permitted.

Lab Equipment

- A.** Computers, both PCs and Macs, may be replaced every four years, except as needed due to equipment failure. This is a suggested replacement schedule, subject to Board review and Club budget.
- B.** The Club has permission to sell old equipment. Sale of equipment will be made through a lottery procedure set up by the Board.
- C.** An inventory of capital Lab assets subject to depreciation shall be done when requested by the Association. These will be assets procured under the Equipment budget.

Lab Monitors

- A.** Any person acting as a Lab Monitor must be a member of the Club.
- B.** A Monitor must be present during open Lab time. In the event a Monitor is not present, the Lab must be closed.
- C.** Monitors will enforce Club rules. They can:
 - a** Deny the use of equipment to any individual who, in their judgment, is either unable or unwilling to operate Club equipment without damage or to abide by safety considerations and Club rules.
 - b** Enforce restrictions on food, drink and printers in the Lab.
 - c** Limit use of the teaching computers to instructors.
- E.** Monitors will offer information about membership and acquaint members with the procedure for signing up for classes.
- F.** Monitors are not expected to act beyond their capabilities in assisting members.

Instructors

- A.** Resident instructors may offer classes or individual instruction on a voluntary basis by working with the Director of Education.
- B.** Instructors may limit access to the Lab when class is in session.
- C.** All instructors must be approved by the Director of Education.
- D.** An instructor may not promote his/her business to students in the Lab.
- E.** Instructors are in charge of the Lab when class is in session and conducts the class at his or her discretion.

Classes

- A.** The Director of Education determines the class schedules.
- B.** The Teacher/Instructor:
 - 1. Has the right to seat students and limit the class size, not to exceed a total of 30 individuals in the room.
 - 2. May require that students take classes in a specific sequence.
 - 3. Has the option to lock the Lab door during class time.
 - 4. May not require students to own a device to take a class.
 - 5. Has the discretion whether to accept new membership applications at a class.
 - 6. Has the discretion to admit a non-member to one class who is considering becoming a member. (See Bylaws for attending one club activity per year for this purpose.)
- C.** Employees of the Association may take computer classes necessary for job training.
- D.** Classes take place outside of open Lab hours.
- E.** Should it benefit the LCTC and SCPD Residents at-large, classes may be opened to non-members with Board approval.

Committees

- A.** A non-member may be appointed to serve on a Committee with the approval of the Board.
- B.** The President appoints committee positions annually and otherwise as needed.

Elections

- A.** Board Members are elected annually and take office July 1.
- B.** No member of the Executive Board can serve on the Nominating Committee.
- C.** At the February General Meeting an announcement will be made requesting that additional members volunteer to serve on the nominating committee.

- D.** Candidate names are presented to the membership at the April General Meeting. The Nominating Chair accepts the nomination of additional members who indicate their willingness to have their name added to the ballot.
- E.** The Nominating Committee counts all ballots received by the May 31 deadline and notifies the Board of the winners and final vote count.
- F.** The Board determines the type of balloting that will be used. When election voting is conducted via Email, one member over 50 percent of the total membership must participate in the voting.
- G.** No person on the ballot may be involved in holding or counting ballots, except in the case of absentee balloting when the Director of Membership/Communications sends/receives emails involved in the process.

General Meetings

- A.** General Meetings are open to resident guests, non-resident guests and members of Let's Compute.
- B.** The Director of Programs reports the General Meeting attendance numbers to the Association after each meeting, if requested by the HOA.
- C.** General Business Meetings must be held twice in a calendar year.
- D.** In April each year a list of members containing names, addresses, phone numbers and resident numbers is submitted to the Events Office.

Purchases

- A.** Board members may purchase up to \$250 of supplies and incidental items for the Club without prior Board discussion, and provided the total expenditure for the proposed purchase is included in the Club's current annual budget.
- B.** Guidelines for purchase of capital equipment approved by the Board:
 - 1. Let's Compute Technology Club shall be named as the purchaser of all equipment and software, unless otherwise approved by the Board on a case-by-case basis.
 - 2. Only Board members can be delegated authority for capital equipment purchases and/or software, either online or in person.
 - 3. Payment of said purchases should be made with a cashier's check or the Club's debit cards, which may be used for a high-dollar (check to see if it's \$5,000 or other) purchase when prior clearance is required and made with the bank.
- C.** Debit cards shall be under the control of the President. Knowledge of the Club account numbers, PIN numbers and use is limited to the Board members authorized to sign on the Club's bank accounts. With the exception of

recurring standard expenses for ink up to \$1000, purchases of \$500 or more must have specific, individual Board approval and be recorded in the minutes. A Reimbursement Voucher must be completed for cash purchases.

D. Signatories on the Club's Bank account shall be the President and Treasurer.

Budget

- A.** Annual Budget must be approved by the Board and published to the membership.
- B.** The Budget may be updated when circumstances necessitate restating the budget.
- C.** The Treasurer submits financial statements as required by the Association.

Standing Rules Revised ~~10/1/2022, 3/20/2023, 6/26/2025~~, 8/18/2025

**Adopted by LCTC Board ~~1/16/2023 3/20/2023~~,
8/18/2025**