

ROADHAVEN COMPUTER CLUB

Charter and Bylaws

Revised February 2026

CHARTER

ARTICLE I – MEMBERSHIP

Section 1 – Eligibility

Membership is open only to residents of Roadhaven Resort.

Section 2 – Membership Term and Dues

The membership year shall run from the **second Wednesday of November through April 15.**

Memberships are issued as **Family Memberships**, consisting of one or two individuals residing in the same Roadhaven household.

Annual dues shall be set each March for the upcoming season beginning in November.

Dues for each season are established by approved resolution at the final business meeting in March.

Section 3 – Member Rights and Responsibilities

Members in good standing: - May participate in all Club-sponsored activities - Shall comply with all Club rules, policies, and lab guidelines - Shall respect Club equipment, facilities, instructors, and fellow members

Section 4 – Officer Eligibility

Only members in good standing with a paid Family Membership are eligible to be elected or appointed to Club office.

Section 5 – Computer Lab Access

Paid members may access the Computer Lab during posted hours, subject to availability.

Classes and training sessions scheduled by the Training Committee have priority use of the lab.

Members entering the lab are encouraged to close the door unless they are willing to: - Answer questions about the Club - Assist prospective members - Help monitor appropriate lab use

Section 6 – Guests

Members may occasionally bring an adult guest for a **specific, short-term purpose** (e.g., printing documents or checking email), provided the member remains with the guest.

Only members may attend classes or help sessions unless prior approval is granted by the Board (e.g., guest instructors, Club representatives, or authorized employee training).

ARTICLE II – MEETINGS

Section 1 – Business Meetings

The Club shall hold a formal business meeting each month during the Computer Club season.

Meetings are normally held between **9:00 AM and 10:00 AM** in the Dakota Room. Typically, these meetings will be held on the second Wednesday of the month except for January when the Resort schedules an “All Club” open house.

The President shall convene a Board meeting with elected officers **one hour prior** to each business meeting in the Computer Lab to review reports and prepare the agenda. Additional meetings, if required would be at the call of the President.

Section 2 – Quorum and Voting

A quorum shall consist of the members present at a duly announced business meeting.

- Routine motions require a simple majority vote
- Elections are decided by majority vote of members present

Amendments to these Bylaws require a **two-thirds vote** of members present, provided the amendment was submitted in writing and read at the previous meeting.

Section 3 – Elections and Appointments

Nominations and elections for officers shall take place at the February meeting.

Newly elected officers will participate in the scheduled March business meeting and assume office on **March 31**.

The elected officers are: - President - Vice President - Secretary – Treasurer.

The Board may appoint committee chairpersons or additional positions as necessary to carry out Club functions – e.g. Training coordinator, Membership coordinator.

Section 4 – Parliamentary Authority

Meetings shall be conducted in accordance with the current edition of **Robert’s Rules of Order**, except where inconsistent with these Bylaws.

These Bylaws shall not conflict with the Roadhaven Homeowners Association Rules and Regulations.

ARTICLE III – OFFICERS

Section 1 – Officers and Board

The officers of the Club shall be the President, Vice President, Secretary, and Treasurer. Together, they constitute the Club Board.

Section 2 – Term of Office

Officers shall serve a one-year term beginning **March 31** of the year elected and ending upon the installation of their successors.

Section 3 – Duties of Officers

President

The President is the chief executive officer of the Club and shall: - Preside at all meetings - Ensure compliance with these Bylaws - Appoint committee chairpersons - Serve as an ex-officio member of all committees - Represent the Club in dealings with Roadhaven management

Vice President

The Vice President shall: - Perform the duties of the President in the President's absence - Assist with Computer Lab operations as needed - Coordinate volunteer technical experts for scheduled help sessions

Secretary

The Secretary shall: - Record and maintain minutes of all meetings - Conduct official correspondence - Maintain custody of non-financial records - Issue meeting notices and arrange meeting locations

Treasurer

The Treasurer shall: - Maintain accurate and current financial records - Deposit and disburse funds as authorized by the Board and membership - Prepare financial reports for Club meetings

Up to **\$100** may be maintained as petty cash for supplies and minor equipment maintenance.

Financial records shall be reviewed annually by the Board and audited prior to transferring to a new Treasurer.

ARTICLE IV – COMMITTEES AND APPOINTED POSITIONS

Section 1 – Nomination Committee Chairperson

The Nomination Committee Chairperson shall solicit members to serve as candidates for elected and appointed positions for the upcoming season.

Section 2 – Computer Lab Maintenance Committee

The Computer Lab Maintenance Committee shall: - Maintain, repair, and configure Club computers and peripherals - Manage software installation and updates - Maintain an inventory of Club-owned equipment - Affix inventory labels in accordance with Roadhaven policy - Provide an inventory list to the Roadhaven Business Office - Recommend equipment purchases or upgrades to the Board

Section 3 – Training Committee

The Training Committee shall: - Organize training classes and help sessions - Recruit and schedule instructors - Maintain course outlines for future use

Volunteer instructors are not required to be Club members.

Section 4 – Membership Committee

The Membership Committee shall: - Manage membership enrollment and renewals - Maintain accurate membership records - Coordinate sign-up activities at the start of the season

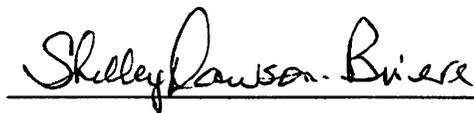
Section 5 – Recycling Committee

The Recycling Committee shall collect, and transport discarded computer equipment (e.g., printers, monitors, keyboards, and computers) to an approved recycling facility.

ARTICLE V – EQUIPMENT USE AND LIMITATIONS

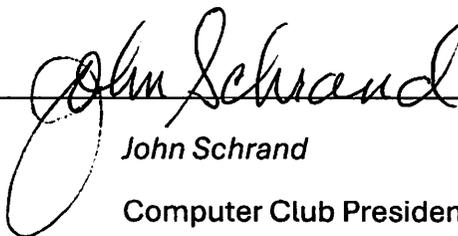
1. The primary use of Club equipment is for **training and instructional purposes**.
2. Secondary use is for general computer and internet access by members.
3. Club equipment is for use by currently paid members; **however**, the computer club should assist the entire Roadhaven community by providing education to non-member residents to improve their experience within the park, i.e. – classes open to all residents on the Roadhaven Website, Enumerate portal, Canadian immigration forms, etc.
4. Equipment shall be used responsibly and in accordance with posted lab rules.

Approval:



Shelley Dawson-briere

Computer Club Secretary



John Schrand

Computer Club President

Adopted by the Roadhaven Computer Club, February 2026