



Big Bear Computer Club Inc.

Standing Rules & Policies for 2016

I. LOGO

- a) The club's logo will be the "bear at the computer".

II. PRINCIPAL MEETING PLACE

- a) the General meeting will be held at the Bear Valley Senior Center
- b) Club's mail address is: P. O. Box 645 Big Bear City, CA 92314
- c) Board Meetings will be held at the Senior Center at 1:30 the first Tuesday of the month.
- d) The General Meetings will be held at 1:30 pm the 2nd Tuesday of the month.

III. OBJECTIVES & PURPOSES

- a) **BBCC** will provide classes in basic computer use and application use.
- b) Classes will be open to all interested in participating

IV. MEMBERSHIP DIRECTOR

- a) Club yearly dues are \$25.00; Associate dues will be \$5.00
- b) Member dues are due in January/February
- c) Maintain a current list of active members

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- d) Prepare; update Membership Booklet
- e) Make up a sign-in sheet of guests and members
- f) At Editor's request, provide a Membership column i.e. welcome & list new members.
- g) Keep membership roster updated and provide updated roster to Board
- h) Receipts for postage are given to Treasurer for reimbursement

V. NAME TAG CHAIR

- a. Provide New Members with new member materials, i.e. new member bag;
- b. Prepare Welcome Bag for new members
- c. Receipts for postage are given to Treasurer for reimbursement
- d. Prepare coffee for meeting
- e. Keep a supply of coffee, cups, sugars, stirrers, creamer, napkins, etc.
- f. Prepare name tags for new members

VI. WINTER MEETINGS

- a. No meetings will be held during the month of December
- b. No meetings will be held during the month of January
- c. A meeting will be held in February pending winter conditions
- d. Other meetings will be cancelled if weather conditions are severe