

CUMBERLAND PLATEAU AMATEUR RADIO CLUB CONSTITUTION

Amended March 10, 2026

ARTICLE I: NAME AND PURPOSE

1. The name of this organization shall be the Cumberland Plateau Amateur Radio Club (CPARC).
2. The purpose of CPARC is to further the exchange of information and cooperation between members, promote radio knowledge, community, individual operating efficiency, and advance the general interest and welfare of amateur radio in the community and beyond.

ARTICLE II: MEMBERSHIP

1. All persons interested in amateur radio communication shall be eligible for membership.
2. Full voting membership is limited to holders of a valid Amateur Radio license.
3. Associate non-voting membership may be held by any other person interested in amateur radio.
4. Membership applications shall be submitted to the Treasurer, or any club officer, on the club application form, or verbally at a meeting by indicating a willingness to abide by the club's governing documents. Membership shall be effective upon remittance of the appropriate dues.
5. Members may be expelled by a two-thirds vote of the voting members present at a regular meeting, provided a quorum is met and the member has been given adequate notice and opportunity to be heard.

ARTICLE III: OFFICERS AND DIRECTORS

1. The elected officers of the club shall be: President, Vice President, Secretary, and Treasurer.
2. The club shall have an odd number of Directors, with a minimum of three, (e.g., 3, 5, 7, etc.) to prevent tie votes.
3. The President shall be the chief executive officer of the Club and it shall be his/her responsibility to supervise and coordinate the activities of the Association and to preside at the meetings of the Club and the Board.
4. Nominations for the next year's officers and directors will be made at the regular October general meeting. Nominations may be made in absentia provided the nominee has agreed prior to nomination.
5. Officers and Directors shall be elected annually by secret ballot of the voting members present at the regular November meeting, provided a quorum is met. Unopposed races may be voted on by voice vote. Their terms shall commence on January 1st.
6. Vacancies arising in Officer or Director positions shall be filled by nomination and approval by the membership at the next regular meeting following the vacancy.
7. Officers or Directors may be removed from office by a two-thirds vote of the voting members present at a regular meeting, provided a quorum is met and the individual has been given adequate notice and opportunity to be heard.

8. If a quorum is not met or an election cannot be held when required, the current officers shall continue to serve in their positions until an election is able to be held, as soon as possible.

ARTICLE IV: MEETINGS

1. Regular meetings shall be held monthly at a time and location determined by the Officers and Directors, subject to approval by the membership.
2. Special meetings may be called by the President, and shall be called upon written request of any three club members.
3. Board meetings, open to Officers, Directors, and members, shall be called by the President as required. The board shall meet at least once per year.
4. A quorum for regular and special meetings shall be twenty percent (20%) of the voting membership.
5. A quorum for board meetings shall be a majority of the Officers and Directors.
6. Members shall be notified of meeting changes, special meetings, board meetings, and the business conducted therein.
7. Meetings may be held in person or through electronic means, provided all members can participate effectively. A platform allowing audio and video participation (e.g. Zoom or MS Teams) shall be utilized when possible.

ARTICLE V: DUES AND FINANCES

1. The club shall operate on a fiscal year beginning on January 1 and ending on December 31.
2. The club may levy annual dues and assessments as necessary for its operations, to be determined by the voting members at the regular November meeting.
3. Members whose dues are not paid by January 1st shall have a 60-day grace period to retain membership privileges.
4. The Officers and Directors shall maintain a detailed inventory of club assets and ensure proper disposition in case of dissolution, per applicable regulations.
5. The Officers and Directors shall have a spending limit of \$250 between meetings, without prior membership approval.

ARTICLE VI: COMMITTEES

1. The Officers and Directors shall create committees as necessary to oversee and operate specific club activities, with members appointed by the President.

ARTICLE VII: AMENDMENTS

1. Proposed amendments to this Constitution or the club's Bylaws shall be submitted in writing at a regular meeting.
2. Amendments shall be voted on at the next regular meeting, provided all members have been notified of the proposed changes.
3. Amendments shall require a two-thirds vote of the voting members present, provided a quorum is met.

ARTICLE VIII: PARLIAMENTARY AUTHORITY

Robert's Rules of Order shall govern the club in all parliamentary situations not covered by this Constitution, Bylaws, or other governing documents.

ARTICLE IX: CONFLICT RESOLUTION

The club shall maintain a fair and impartial process for resolving conflicts or disputes among members or involving club matters, as outlined in the Bylaws.

CUMBERLAND PLATEAU AMATEUR RADIO CLUB BYLAWS

ARTICLE I: DUTIES OF OFFICERS AND DIRECTORS

President:

- Preside over all club and board meetings
- Enforce the constitution, bylaws, and rules of order
- Act as the official spokesperson and representative
- Appoint committee chairs and members
- Coordinate overall club activities and initiatives
- Cast the deciding vote in case of a tie
- Have signature authority on the club bank account

Vice President:

- Assume the duties of the President in their absence
- Assist in coordinating club activities
- Oversee specific programs or committees as assigned
- Succeed to the Presidency if the position becomes vacant pending ratification by membership ballot.

Secretary:

- Record, maintain, and distribute minutes of meetings
- Handle correspondence and communications
- Maintain and distribute membership roster and records
- Provide meeting notifications to members
- Preserve important club documents

Treasurer:

- Maintain accurate financial records
- Have signature authority on the club bank account
- Receive and deposit all funds and revenue
- Pay authorized bills and disburse funds
- Prepare periodic financial reports

- Ensure financial compliance
- Participate in budget planning and dues determinations
- Submit state required certifications for 501(c)3 non-profit status yearly

Directors:

- Attend board meetings and participate in governing
- Provide oversight on operations and initiatives
- Evaluate performance and propose improvements
- Vote on substantive matters impacting the club
- May chair or serve on committees as assigned
- Serve as a liaison between board and members
- May designate one additional person as signatory on the club bank account as required

ARTICLE II: CONFLICT RESOLUTION

1. Any member with a grievance or complaint shall first attempt to resolve the issue directly with the other party or parties involved.
2. If the issue cannot be resolved directly, the member may submit a written complaint to the Officers and Directors, who shall appoint an impartial committee to investigate and mediate the conflict.
3. The committee shall provide a written report and recommended resolution to the Officers, Directors, and involved parties within a reasonable timeframe.
4. If the conflict cannot be resolved through mediation by the Officers and Directors, the matter shall be brought before the membership at a regular or special meeting for a final decision by majority vote, provided a quorum is met.

ARTICLE III: VOTING PROCEDURES

1. Elections of Officers and Directors shall be conducted by secret ballot.
2. Voting on other matters may be conducted by voice vote, show of hands, or secret ballot, as determined by the presiding officer.
3. Proxy voting shall not be permitted.
4. Electronic voting may be permitted, provided appropriate security measures as approved by the board are in place.

ARTICLE IV: DUES

1. A regular annual payment of dues shall be assessed in accordance with the provisions of Article V of the Constitution for the purpose of providing funds for current expenses. The board shall establish a dues structure and recommend changes in the dues, as required, to the membership for approval.
2. Membership dues as determined by procedures set forth in Article V of the CPARC Constitution are due and payable yearly on January 1st. New members who join CPARC in January, February or March, are assessed the full amount of the yearly dues. New members joining CPARC at other times of the year, will pay a prorated amount equal to 1/12th the yearly dues times the number of months remaining in the year. These prorated dues

will be rounded to the nearest dollar. Alternately, a new member joining in October, November or December may choose to pay the full amount of the yearly dues for the following year. In this case the individual's membership would begin upon payment of this yearly amount.

3. Membership dues shall be determined at the regular meeting in November of each year, for the year beginning the following January.

ARTICLE V: NOTIFICATION

When notification of the membership is required by any provision of the constitution or bylaws an email shall be the primary notification method. This shall be supplemented by an announcement on a regularly scheduled repeater net. The email address submitted by the members and appearing on the roster shall be used. If a member has no valid email address on file the net announcement fulfills the notification requirement

ARTICLE VI: EQUIPMENT DONATION AND FAMILY ASSISTANCE PROGRAM

Adopted at the August 12, 2025 meeting in accordance with CPARC Constitution Article VII

1. Equipment Donated to CPARC

- a. All equipment donated to CPARC will be inventoried, on the appropriate form, and evaluated for condition and estimated resale value.
- b. A detailed description of each item, including its condition and estimated value, will be distributed to all members via email. Printed copies will also be available at CPARC meetings.
- c. Donated items will be made available for purchase by CPARC members, either at a fixed price or through a local auction, ensuring all members have an equal opportunity to participate.
- d. All proceeds from the sale of donated equipment will be turned over to the Treasurer for deposit into the appropriate CPARC account.

2. Survivor Family Assistance Program

a. When CPARC is asked to assist with the disposition of amateur-radio equipment belonging to a deceased operator, the President shall establish a temporary Survivor-Family Assistance Committee for that case. The President shall appoint a Committee Chairperson (who may be a current officer, director, or associate member) who may also recruit additional committee members as needed. The Committee Chairperson shall report to the President or another member of the Board as directed by the President.

b. Scope of the Committee – The committee shall:

1. Solicit volunteers via email to the membership; only those who accept the invitation become committee members for that case.
2. Inventory the donated equipment, evaluate condition/value, and prepare a written report for the family.
3. Advise the family on disposition options (sale, donation, return to CPARC, etc.).
4. Ensure that any proceeds from a sale are returned to the family unless the family elects to donate a portion or all of the proceeds to CPARC.
5. Should the family choose to donate unsold equipment to CPARC it will be handled in accordance with Section 1, Paragraph 1 above.

c. Reporting – The Committee Chairperson shall submit a final written report (including inventory, valuation, and disposition outcome) to the Officers and Directors no later than the next regular monthly

meeting after the assistance is concluded. The report is then filed with the Secretary for the official Club record.

d. Dissolution – The temporary committee is automatically dissolved 30 days after the final report is filed, unless the Board votes to extend its existence for a related follow-up matter.

ARTICLE VII: BORROWING CPARC EQUIPMENT

Adopted at the October 14, 2025 meeting in accordance with CPARC Constitution Article VII

1. Equipment belonging to the Cumberland Plateau Amateur Radio Club (CPARC) may be borrowed by members in good standing of CPARC for their personal use in club and/or amateur radio related activities.
2. CPARC equipment will remain in the possession of the borrowing CPARC member and not be further loaned nor possession transferred to any other person.
3. A sign out sheet will be completed for each equipment loan. Multiple pieces of equipment may be borrowed on one sign out sheet but each will be identified separately. If the space allotted is insufficient the description can be continued on the back of the sheet. Pictures (digital or hard copy) of equipment are encouraged when being signed out to preclude any condition issues arising. The sheet will be completed in duplicate, one each for the borrower and CPARC and each will be signed by both the borrower and a CPARC board member. If a CPARC board member is the borrower he/she will not act as the board member in the borrowing nor return of equipment, another board member must fill both loaning and returning board functions.
4. Sign out periods will not exceed 180 days. Exceptions to this period will be brought to the CPARC membership at a monthly meeting for approval by a quorum vote. Exceptions will have an end date or specific number of days included and approved by membership vote.
5. The CPARC Secretary will be provided with the hard copy of the CPARC copy of the sign out sheet and any pictures, no later than the next monthly club meeting, so the CPARC equipment inventory can be updated as to the location of equipment. Any digital pictures should be transmitted to the Secretary as well.
6. Borrowed equipment will be returned to a CPARC board member in the same condition in which it was borrowed. Upon return the equipment will be inventoried and inspected with condition discrepancies noted on the back of the sign out sheets and initialed by both parties. Pictures are encouraged to document any potential issues regarding equipment condition. CPARC copy of the return documents will be submitted to the CPARC Secretary, no later than the next monthly meeting.
7. Failure to return CPARC equipment to the club can result in recommendation, to the membership, for a vote on expulsion from CPARC in accordance with Article II, Paragraph 5 of the CPARC constitution.